What you will learn.
Our environment is th
world around us. We, as hu
both live in and form part
environment. We are affected
and changing

TurnitinUK Instructor User Manual
Chapter 1: Getting Started

Version: 2.1.7

Updated August 21, 2012

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Introduction

Welcome to TurnitinUK. TurnitinUK provides originality checking services, class management tools, and paperless digital grading products to educational institutions around the world.

This user guide provides thorough explanations of the features and products found in the TurnitinUK website that are available for use by instructors.

TurnitinUK products that may be available based on the purchase made by an institution include:

- OriginalityCheck - submitted papers are compared for matches or similar text to information in available repositories used by TurnitinUK. The results of this comparison are made available in the easy to read format of the Originality Report
- GradeMark digital assessment - student submissions are digitally marked and reviewed by the instructor in a paperless environment. Students are then able to view the results by logging into their TurnitinUK user profile
- PeerMark - student submissions are assigned to peers for review based on a series of free response and scale questions created by the instructor. Peer reviews can be anonymous or attributed
- GradeBook - an online tool allowing instructors to track student performance in a class and provide this information to students

Creating a User Profile

All users on the TurnitinUK system must create a user profile. If the user has previously registered on TurnitinUK, is an account administrator, or received an e-mail that indicates having been added to an account this section can be skipped. Users with existing profiles should skip to the *Logging In* section of this chapter.

If the user is new to TurnitinUK and has not been added to an account by the account administrator, an instructor profile must be created. To create an instructor profile, the account ID number and account join password are required. This information is needed to authorise a user to join the TurnitinUK account.

Note: The account ID and account join password may only be distributed by the TurnitinUK account administrator for an institution. Instructors wishing to access TurnitinUK must contact the appropriate personnel at the institution to receive the account ID and join password. Account administrators may distribute this data or may automatically enrol instructors via e-mail. TurnitinUK staff cannot distribute this information to any user.

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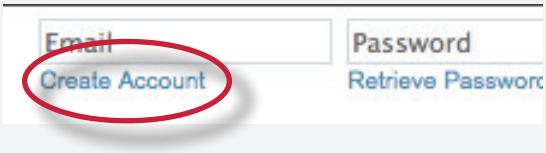
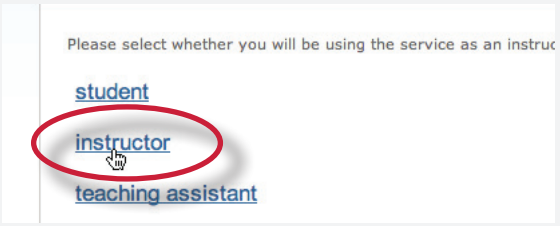
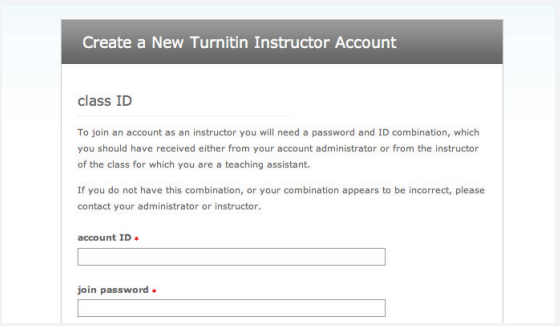
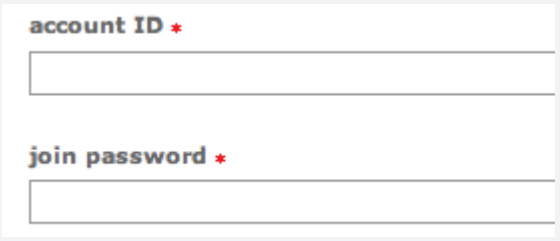
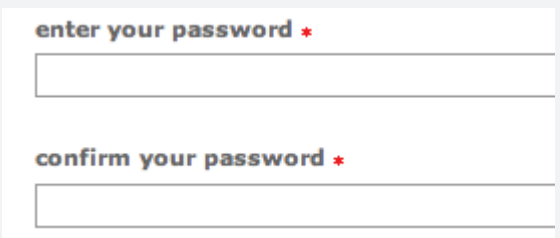
To create a user profile:	
1. Go to www.submit.ac.uk and click on the *Create Account* link	
2. Click on the *instructor* link	
3. The Create a New TurnitinUK Instructor Account form must be completed	
4. Enter the account ID number and account join password for the institutional account	
5. Enter the user first name, last name, and a valid e-mail address to use as the login for TurnitinUK	
6. Select a password for logging in. The password must be six to twelve characters including at least one letter and one number. The password is case sensitive.	

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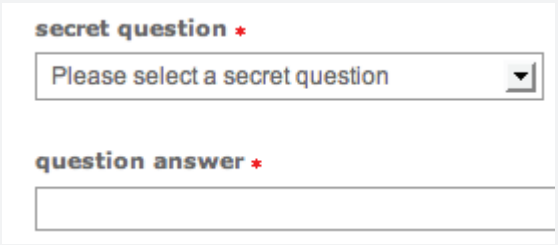
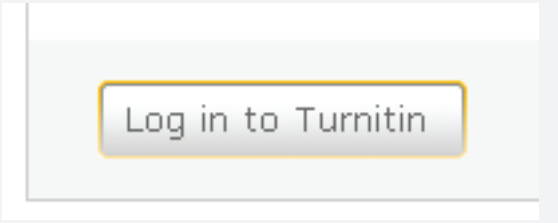
To create a user profile:	
7. Select a secret question from the pull down menu and enter the answer. This answer is not case sensitive. Click on *next* to continue	
8. To continue using TurnitinUK, the user must click on *I agree - - create profile* to access TurnitinUK	
9. To go directly to TurnitinUK, click on *Log in to TurnitinUK*	

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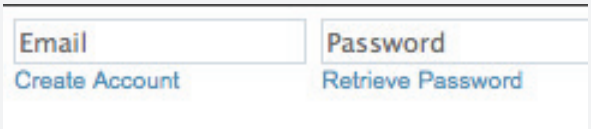
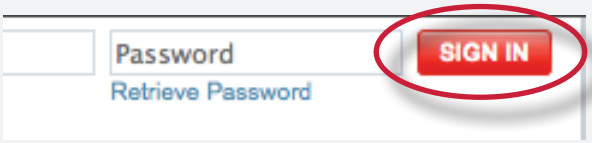
Logging In

To begin using TurnitinUK, you must first log in. During login a cookie will be set on your web browser to allow TurnitinUK to authorise your access during use of the site. Please ensure that the web browser program you are using will allow the cookie to be set by our site, www.submit.ac.uk. Please refer to the Help Center article on **allowing cookies**.

If the instructor is logging into a profile using a temporary password received via e-mail, the system will require a confirmation of the user information. New users must also set a personal password and secret question/answer information. The new password that is set by the user will replace the temporary password and will be required for all future login attempts.

To login to TurnitinUK:	
1. Go to www.submit.ac.uk	
2. At the top right enter the e-mail address and password associated with the instructor user profile	
3. Click the *Sign In* button to log into the Instructor homepage	

Resetting Your Password

If a TurnitinUK user password is forgotten or the initial user welcome e-mail is not received, the password can be reset via secret question or e-mail. To reset a password via e-mail, the user information must contain a valid e-mail address. TurnitinUK cannot send password reset information to any other e-mail.

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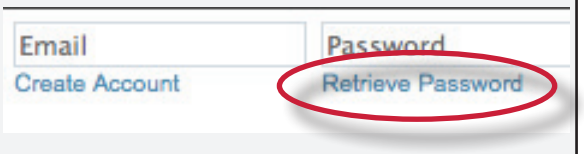
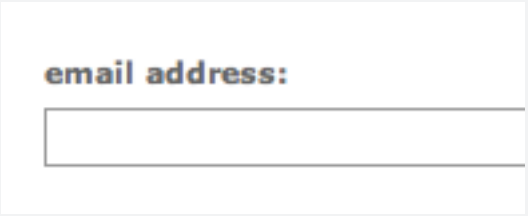
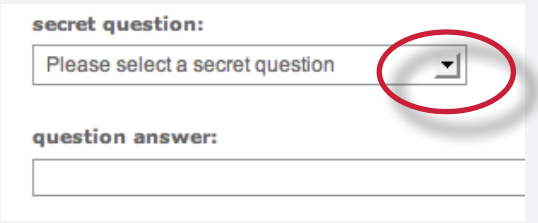
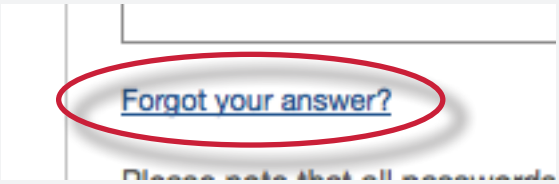
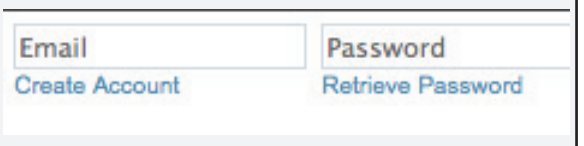
E-mail password reset:	
1. Go to www.submit.ac.uk	
2. Click on the *Retrieve password* link	
3. Enter the e-mail address associated with a TurnitinUK user profile and click on *next*	
4a. Enter the answer to the secret question for the user profile in the field provided and click *next*	
4b. Or if you do not know the secret question/answer set for the user profile, click the link below labeled *Forgot your answer?* to have a link to a password reset sent via e-mail	
5. On the password reset page, you must enter a new password and log into TurnitinUK using the e-mail and new password for your profile	
6. Use the e-mail and new password for this user profile to log into TurnitinUK	

Warning: If you do not receive the e-mail containing the password reset link, make certain that the e-mail service is not filtering this e-mail from noreply@TurnitinUK.com to spam or junk mail. Add noreply@TurnitinUK.com to the e-mail contact list or contact your e-mail service for more information on ensuring this important password reset e-mail is able to be received.

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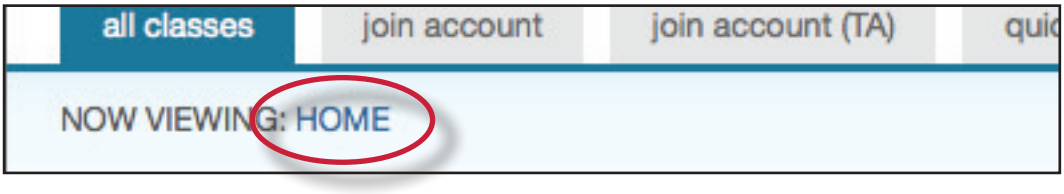
The Instructor Homepage

After logging in the instructor user is brought to the homepage. The instructor homepage provides access to many TurnitinUK features. The instructor homepage lists the accounts and classes the instructor has created and any class sections which the instructor has been assigned as the Teaching Assistant (TA) for.

If no accounts are listed, please see *Joining An Account* in the next section.

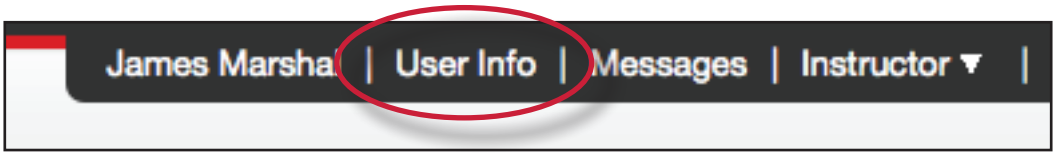
Home

The *Home* link leads back to the instructor homepage list of all accounts and classes controlled by the instructor.



User Info

A user profile contains personal information and user preferences. Click the *user info* button on the system bar to open the user profile options. The user information area is separated into two sections: personal information and user preferences.



Personal Information

In the personal information section of the user information page a user is shown a number of fields, many of which are optional and can be filled at the discretion of the user.

There are required fields which are listed here:

- User name (e-mail)
- Password
- Confirm password
- Secret question
- Question answer
- Last name
- First name

All other areas of the personal information section are optional.

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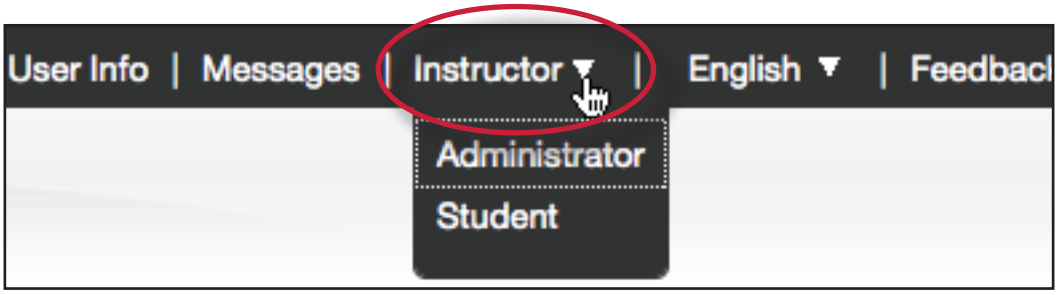
User Preferences

The user preferences section of a user profile affects how information within the profile account is presented and sets defaults for commonly used functions. User preferences include:

- **default user type** – select the type of user access to default to upon login
- **default submission type** – select a default submission type: single file upload, multiple file upload, cut and paste upload, or zip file upload
- **items per page** – select the number of items you would like displayed per page
- **show page info** – toggles the info messages at the top of each page on and off
- **send me e-mail updates** – choose yes to receive e-mail updates from TurnitinUK
- **use homepage link** – choose yes to create a homepage link. To set up a link, enter a link name and URL below.
- **default language** - select the language in which TurnitinUK will display by default for this user when logged in

Changing User Types

A single user profile can access multiple roles on any TurnitinUK account, including instructor, student, and administrator functions. To access the student or administrator homepage, you will need to change your user type in the top left hand corner of the web page. For more information on using the system as a specific user type, please refer to the corresponding User Guide.



Messages and Announcements

To view important TurnitinUK messages and announcements, click on the *messages* button on the system bar.

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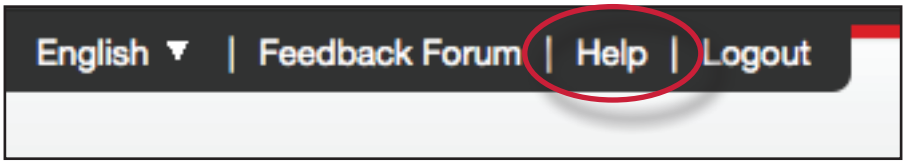
⚠ **Warning**: Urgent notifications may appear both on the messages page and on the TurnitinUK user homepage. These include messages announcing scheduled downtimes.

Information and Assistance

The *help* button on the top right corner of the page allows a user to access the Help Center. The Help Center contains searchable answers to common questions users of TurnitinUK ask. Within the Help Center is a link to the TurnitinUK Help Desk where users can send any questions or problems about TurnitinUK with a description of the question/problem. The TurnitinUK helpdesk will email you an answer to your question in a timely manner.

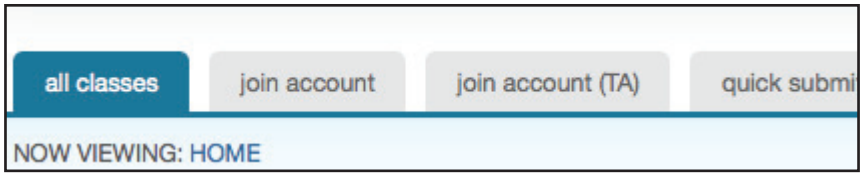


Help Center

The Help Center is an area we have created for our users to search for help or information on specific aspects of using TurnitinUK. Frequently updated lists of the most common questions we receive are also available.

Join Account & Join Account(TA)

The *join account* and *join account(TA)* tabs allow an instructor to join an additional TurnitinUK account. TurnitinUK accounts may be separated by the institutional administrator into Departments or Campus level groups. Some instructors may need to join multiple departmental or campus accounts or may be employed by multiple institutions.



The account ID and account join password for each account are required to add an additional account to an instructor's homepage.

To add a new section type class to a master class set, the TA must have the master class ID and TA join password for the master class. This is available from the master class instructor.

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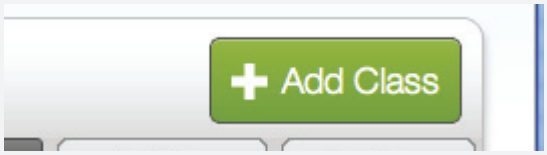
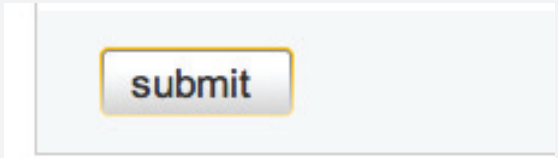
Creating classes on TurnitinUK

The creation of a class or classes on the TurnitinUK system is the first step in allowing an instructor and students to access and use the services available at their institution. Most instructor and student activity on TurnitinUK occurs within the class or classes created by an instructor.

The class is used by the instructor to organise students and student submissions into groups. A single class may be used for multiple courses but is typically not recommended due to the additional challenges this can create in organization.

A class and its assignments are fully available to the instructor between the date of the class creation and the selected expiration date. Once a class has expired, the information and assignments in the class are viewable but no new submissions or assignments may be made. The instructor is capable of extending the expired class to reactivate it.

New classes should be created each semester or school year when a new group of students is in a course. Assignments can be easily imported to a new class using the directions under the **Libraries** section of this user guide. This allows users to easily add assignment sets in a new course.

To create a class:	
1. Click the *Add Class* button on your instructor homepage	
2. On the next screen enter the following information: • the name for the class • the class enrolment password	
3. Select the end date for the class. Once the end date has passed, the class will not be accessible for submissions unless the class is reactivated.	
4. Click *submit* to add the class. Class information will be displayed in a pop-up window containing the ID and enrolment password for confirmation	

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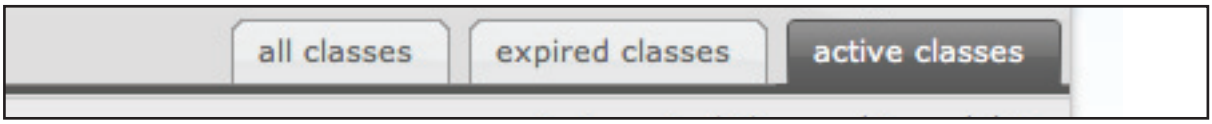
Expired Classes

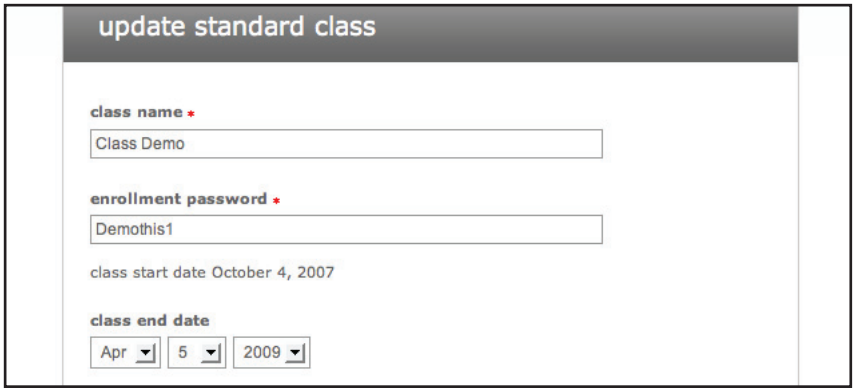
Every class created on TurnitinUK has an end date. When the end date is reached, the class expires and is limited to read only access. The students and instructor will no longer be able to submit papers or peer reviews, create assignments, or mark any of the papers using GradeMark.

When a class expires it no longer appears on the active classes list. To view expired classes only, click on the *expired classes* tab on the TurnitinUK instructor homepage. The *all classes* option available on the same pull down menu will list both active and expired classes.



Reactivating an Expired Class

An expired class can be only reactivated by the instructor. The *edit* icon can be used to reactivate the course by giving it a new end date. The instructor can change the end date of the class from the class update screen. Once the end date has been changed, the instructor must click on *submit* to save the new end date and reactivate the class.



Copying a Class

Turnitin allows instructors to easily copy classes for reuse in another semester or year. When a class is copied the instructor is prompted to enter a new class name, enrollment password, and the start date for the first assignment in the class. The remaining assignment and discussion dates for the class will automatically be set based on the start date you set for this assignment.

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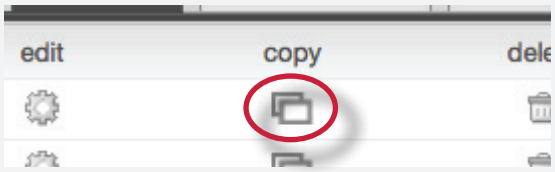
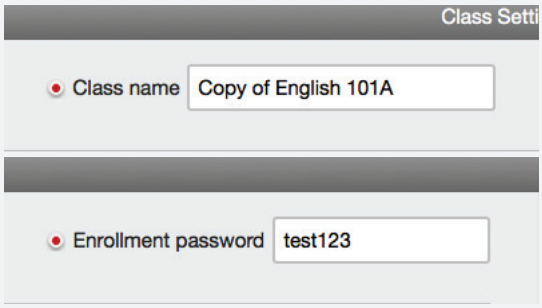
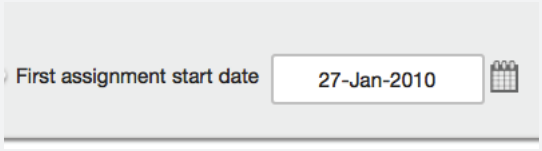
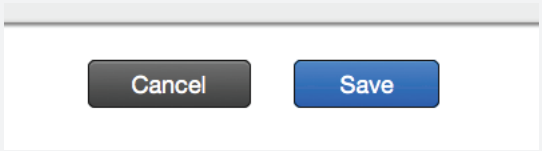
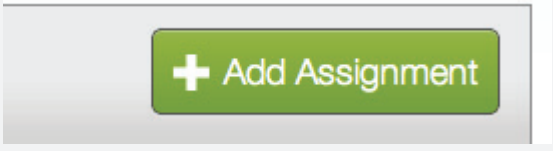
To copy a class:	
1. Click on the class copy icon to the right of the class name	
2. On the next screen edit the following information: • the name for the class • the class enrollment password	
3. Select the start date for the first assignment for the class.	
4. Click *Save* to copy the class	

Review the dates for the assignments in the copied class. Edit any assignment dates by clicking on the *More options* link and selecting *Edit settings*.

Creating Assignments

All submissions by students are made to assignments in a TurnitinUK class. Assignments for a given class are created, displayed, and modified from the class homepage. To reach the class homepage, the instructor must click on the name of the class.

Note: An instructor with GradeMark or GradeBook available will be required to set a post date on an assignment. This post date and time must be after the start date but can be set before the due date of the assignment.

To create an assignment:	
1. Click on the class to open up the class portfolio. Then click on the *Add Assignment* button on the class portfolio.	

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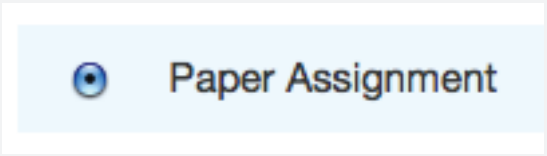
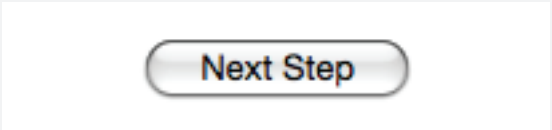
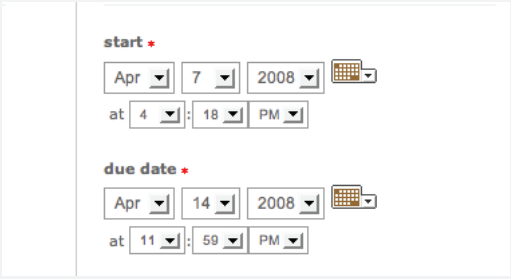
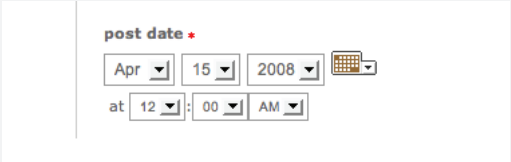
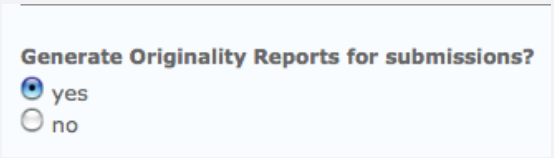
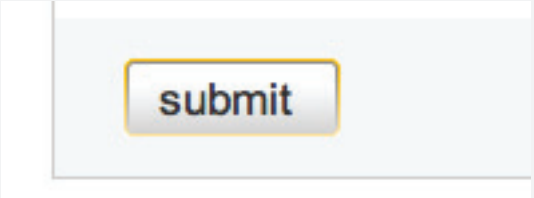
To create an assignment:	
2. If an assignment has not yet been created in your class please continue to Step 4. If an assignment has been created select Paper Assignment by clicking on the radio button next to Paper Assignment	
3. Click on the Next Step button	
4. On the next page enter the following information: • assignment title • (optional) point value for GradeBook users	
5. Select start and due dates for the assignment. Specific times are also selected. Students are only able to submit once the start date and time has passed. After the due date and time, students will be blocked from submitting papers unless late submissions are enabled	
5a. GradeMark and GradeBook users must select a *post date* for the assignment. The post date determines when marked papers or grades will be available for students to view. The *post date* may be set before the due date	
6. Select whether the assignment will create Originality Reports for submissions, by first clicking on the *more options* link and then locating the *Generate Originality Reports for submissions?* option. Use the radio buttons to select no, if you do not want Reports generated for this assignment. The default is *yes*	
7. Click *submit* to finalise the assignment. It will appear on the class homepage. (Optional) The user may continue to the next step - Advanced Assignment Options - to select additional information before submitting the assignment	

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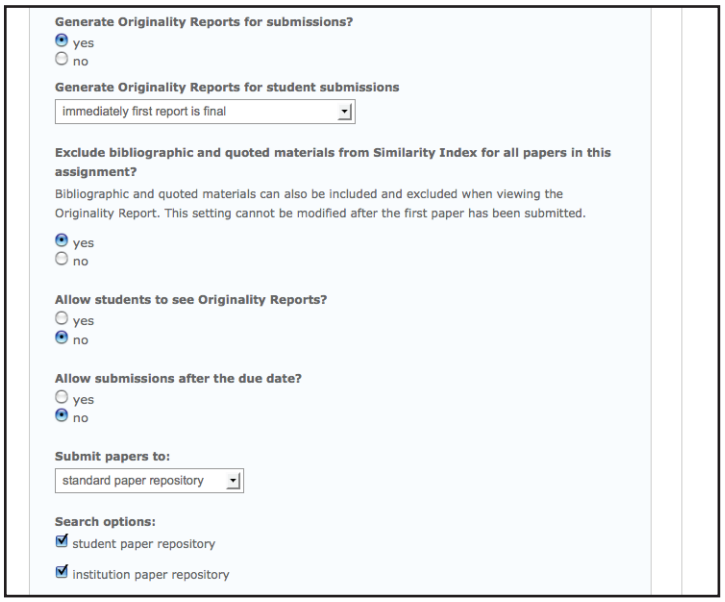
Advanced Assignment Options

When creating a paper assignment the user may select to view and change any of the advanced assignment options. The advanced assignment options are viewed by clicking on *more options* at the bottom of the assignment creation or assignment update page.

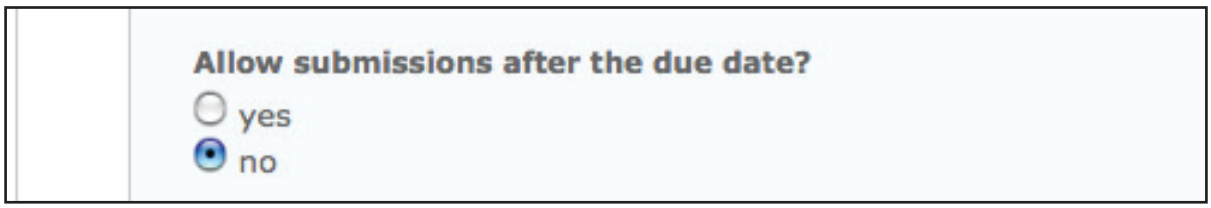

Generate Originality Reports for submissions?
yes
no
Generate Originality Reports for student submissions
immediately first report is final
Exclude bibliographic and quoted materials from Similarity Index for all papers in this assignment?
Bibliographic and quoted materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.
yes
no
Allow students to see Originality Reports?
yes
no
Allow submissions after the due date?
yes
no
Submit papers to:
standard paper repository
Search options:
student paper repository
institution paper repository

Advanced assignment options are listed and described below. When an advanced assignment option is changed the user may also select whether or not this change should be the future default for any new assignments created. This allows the user to automatically create all new assignments with their preference of advanced options rather than manually selecting the advanced options for every new assignment.

Late Submission

An instructor can enable submissions after the due date and time. To enable late submission, use the drop down menu next to *Allow submissions after the due date?* and select *yes*. The default setting is *no*. When enabled, students will be able to submit papers after the due date and time has passed as long as that student has not already submitted a paper to the assignment.

Student submissions after the due date and time will be marked with red text in the date column of the submission in the assignment inbox. A student cannot overwrite a submission past the assignment due date and time, even if the late submission option is enabled.



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Note: Students self-enrolling in a course may accidentally enrol multiple times. Check to ensure that student names are not duplicated on the student list for the class. If there are multiple listings for a single student, the instructor may block or drop the extra student profiles to prevent confusion. Submissions made by dropped profiles will no longer be viewable by the instructor. See the Managing Students section of this manual for more directions on removing students from a class.

Available Assignment Options

Generate Originality Reports for student submissions -

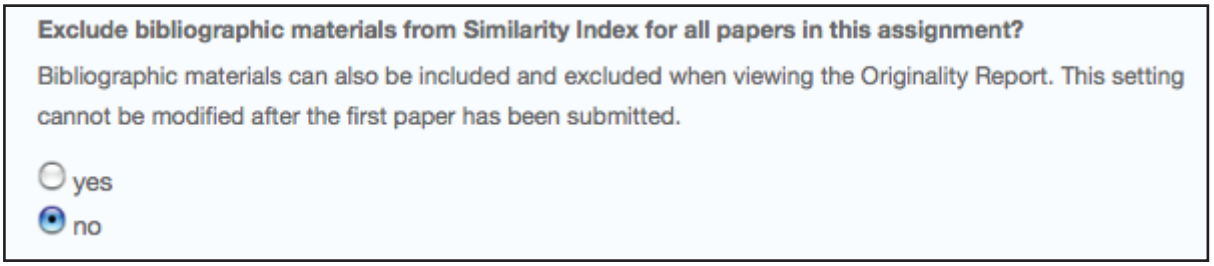
- **immediately (first report is final)** - Originality Reports for all submissions will be generated immediately. Students cannot resubmit papers. Submissions must be deleted by the instructor to enable resubmission.

- **immediately (can overwrite reports until due date)** - Originality Reports for the initial submission by each student user to this assignment will be generated immediately. Students may resubmit as often as the student wishes until the assignment due date. Originality Reports for the second or subsequent submission will require a 24 hour delay before the Originality Report begins processing. Only the latest submission is available to the instructor or student. Previous versions are removed. Originality Reports will regenerate within an hour of the due date and time to allow student submissions to compare against one another within the assignment. A change in the Originality Report similarity index may result from the regeneration of the reports. This option is typically used when students are self-reviewing and revising their submissions and able to view the Originality Report. No resubmissions are allowed after the due date and time of the assignment.

- **on due date** - Originality Reports will not be generated for any submission until the due date and time of the assignment. Students may resubmit as many times as needed until the due date and time without receiving reports. Resubmissions may not be made after the due date and time of the assignment.

Exclude bibliographic material from Similarity Index for all papers in this assignment?

This feature of assignment creation provides instructors with the ability to control the option whether bibliographic material will automatically be excluded from Originality Reports. The default is *no*. Bibliographic materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.


Exclude bibliographic materials from Similarity Index for all papers in this assignment?
Bibliographic materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.
yes
no

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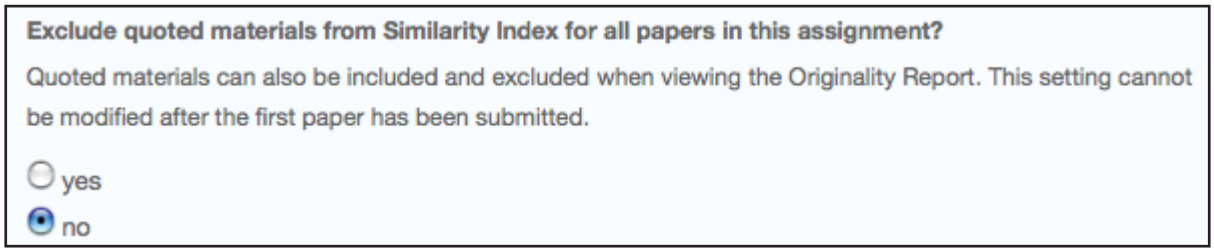
Exclude quoted material from Similarity Index for all papers in this assignment?

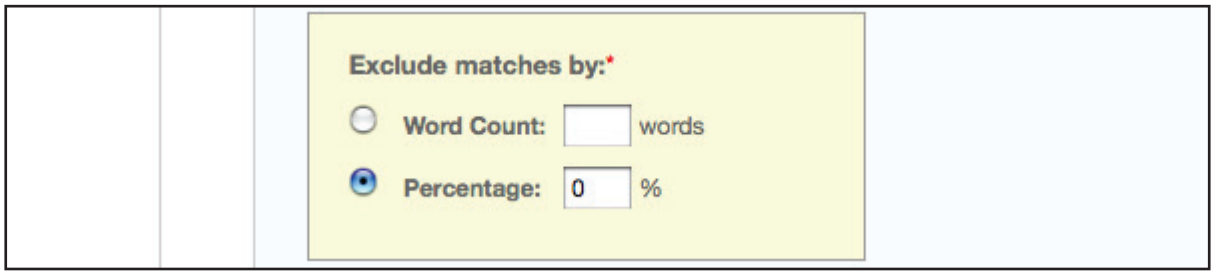
This feature of assignment creation provides instructors with the ability to control the option whether quoted material will automatically be excluded from Originality Reports. The default is *no*. Quoted materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.


Exclude quoted materials from Similarity Index for all papers in this assignment?
Quoted materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.
yes
no

Exclude small matches?

This feature of assignment creation provides instructors with the ability to automatically exclude small matches from all Originality Reports generated within this assignment. To exclude small matches click *yes*.

Once *yes* has been clicked the *Exclude matches by:* option window will open. Enter into either the *Word Count:* or *Percentage:* fields the numerical value for small matches that will be excluded from Originality Reports in this assignment.



Instructors can adjust the exclude small matches assignment setting at any time by clicking on the *edit* icon to the right of the assignment name. The excluding small matches feature can be adjusted within each Originality Report as well. With this feature instructors have greater control on sifting out smaller matches, allowing them to focus on larger, more problematic and suspect matches within Originality Reports.

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Allow Students to see Originality Reports

This feature of assignment creation provides instructors with the ability to control the option to allow students to see Originality Reports within each created assignment. This option gives instructors more flexibility and control when creating assignments. Select *yes* to allow students to see the Originality Report for the assignment. The default setting is *no.*

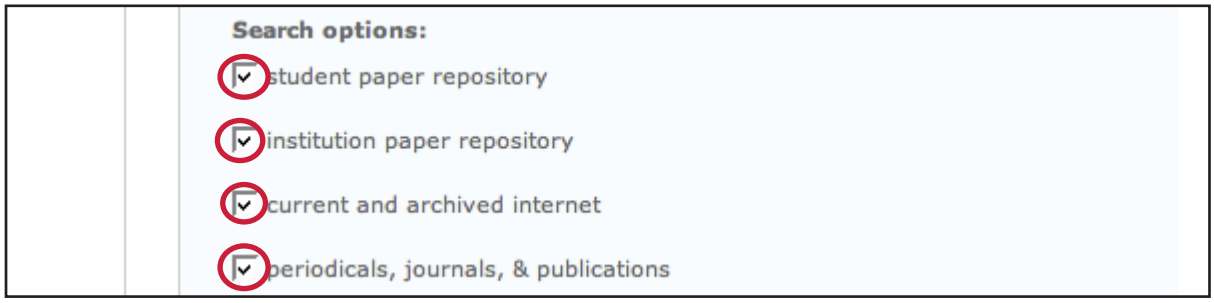
Repository options

If the repository options are enabled for an instructor 2 or 4 options will appear within the *Submit papers to:* pull-down menu. Instructors will be able to set the *Submit papers to* assignment option to store student papers in the standard paper repository, in the institution paper repository, no repository, or to allow students to choose between the standard paper repository or the institution paper repository.

Repository Sources for Similarity Reports

The instructor is able to select the available repository sources to compare submissions in the assignment against. This allows an instructor to disregard a source type if the comparison against this type of source is not needed.

The available search targets are listed under *Search options.* The targets with a check mark are those that will be searched. To remove a search target repository, click on the check box to remove the mark. Clicking on an empty selection box next to the repository will re-add the repository as a search target. This selection will not alter any currently generated Originality Reports or Overall Similarity Index scores.



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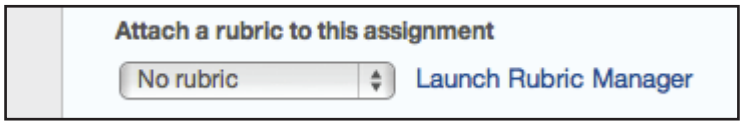
Search targets

Currently available search targets are:

- **student paper repository** - works previously submitted in classes and assignments on TurnitinUK
- **institution paper repository** - a repository of student papers for the institution
- **current and archived internet** - a repository of archived and live publicly available internet pages containing billions of pages of existing content and tens of thousands of new pages added daily
- **periodicals, journals, & publications** - third party periodical, journal, and publication content including many major professional journals, periodicals, and business publications

Attach a rubric to the assignment

If you would like to use a rubric to grade the papers submitted to the assignment you may use the rubric list drop down menu to select a previously created or imported rubric or you can launch the rubric manager by clicking on the *Launch Rubric Manager* link and create a new rubric to attach to the assignment.



Enable anonymous marking

If anonymous marking is enabled for an instructor the *Enable anonymous marking* option will appear within *more options*. To enable anonymous marking for an assignment select *yes* from the *Enable anonymous marking?* pull-down menu. When anonymous marking is enabled, the author's name will be anonymous until the post date of the assignment or when an instructor chooses to reveal the author's identity.

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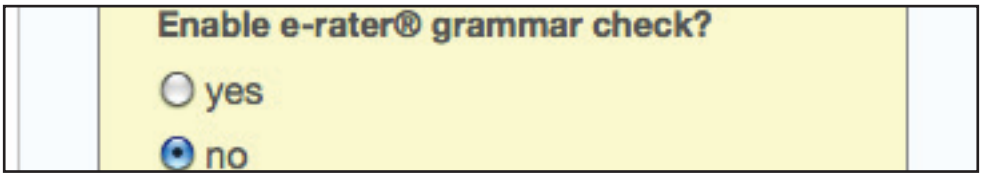
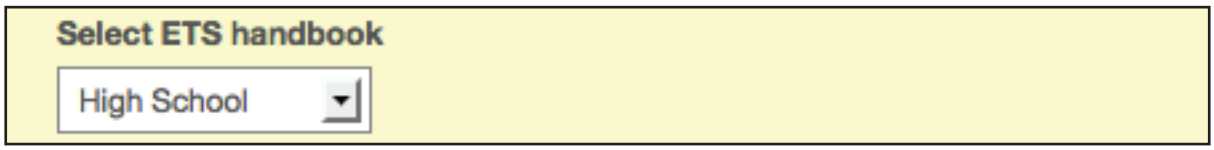
Enable *e-rater*® grammar check?

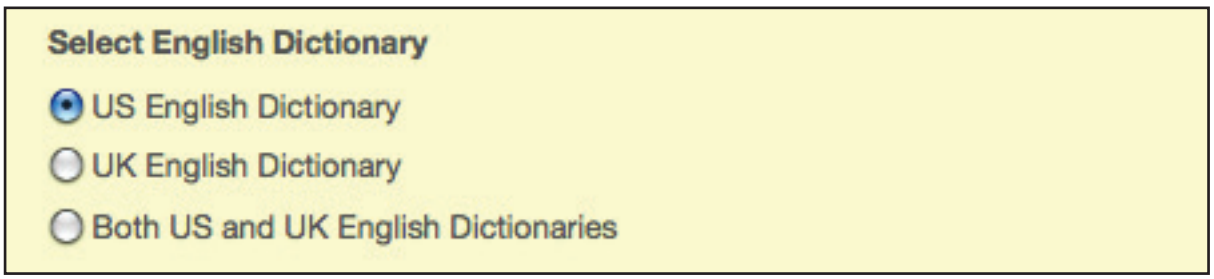
This feature of assignment creation provides instructors with the option to enable the *e-rater* grammar and spelling check for all submissions to the assignment. When enabled student submissions receive detailed grammar feedback in GradeMark automatically through the *e-rater* technology. Select *yes* to enable the *e-rater* engine for the assignment. If this assignment option is not available then the *e-rater* grammar check is disabled for the account. Contact the Turnitin account administrator to enable *e-rater* grammar check for the account.



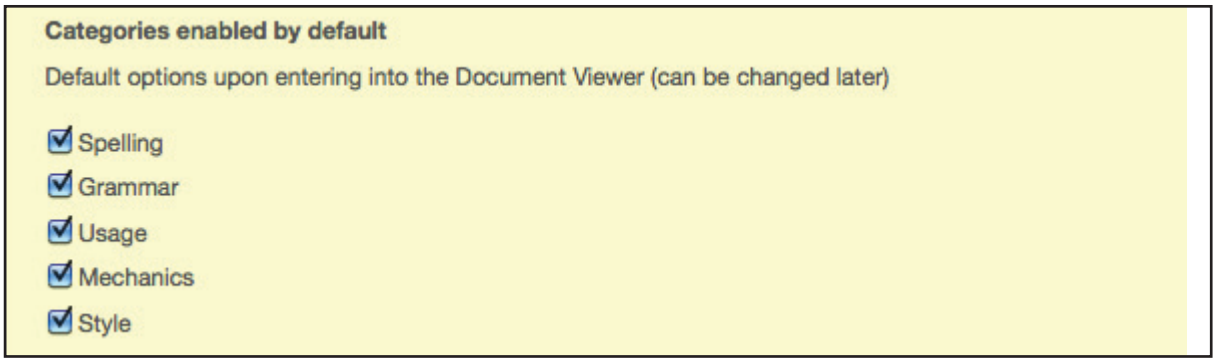
(Optional) Select the ETS handbook level from the drop down menu. The ETS handbooks provide students with in depth information about the grammar errors the *e-rater* technology finds in their paper.



Select the dictionary used for the spelling check.



The *Categories enabled by default* option allows instructors to choose which categories of feedback are enabled when viewing assignment submissions in GradeMark. The default is to show the feedback for every category.



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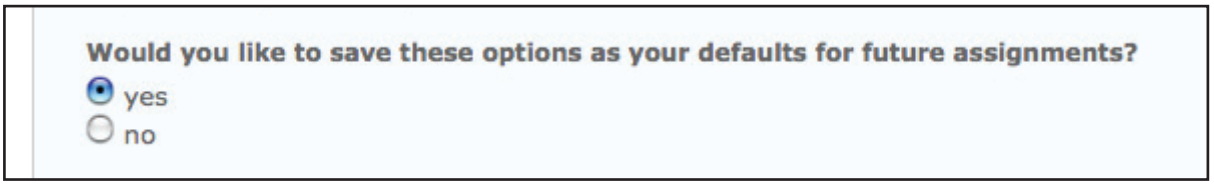
Changing Advanced Assignment Option Defaults

If any changes have been made to the advanced assignment options, an additional option will be available at the bottom of the options panel. The instructor is asked *Would you like to save these options as your defaults for future assignments?* Select *yes* to have all future assignment creations use the advanced assignment options that have been selected as the default setting. Select *no* to continue with the previous default advanced assignment option settings.

The default settings can be changed at any time when creating a new assignment or updating an existing assignment.



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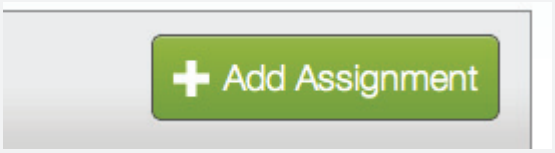
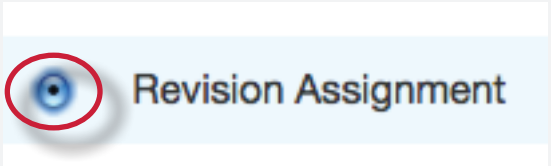
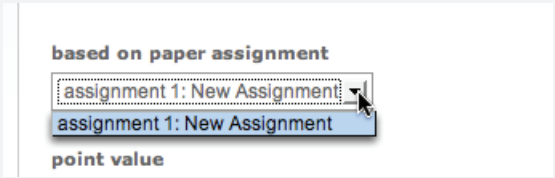
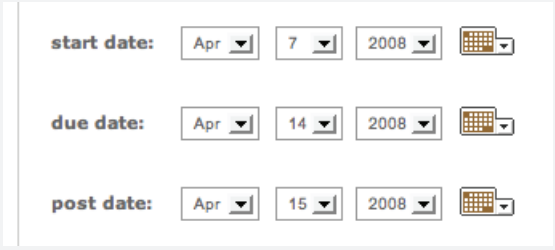
Revision Assignments

Student users can only submit one paper per assignment. If the instructor wishes students to submit multiple drafts without overwriting the previous drafts, the instructor can create additional assignments using the revision assignment type. Revision assignments are duplicates of the 'parent' assignment's advanced options and standard settings, but may have new start, due, and post dates. The revision assignment may have a different Generate Originality Reports for student submissions setting. The instructor may also select a different set of optional special instructions, or assign a different point value.

Creating revision assignments:	
1. From the class home page, click on the *Add Assignment* button	
2. Select Revision Assignment by clicking on the radio button next to Revision Assignment. Then click on the *Next Step* button	
3. From the pull down menu labeled *based on paper assignment:* select the assignment this revision should be based on	
4. (Optional) Enter a point value for the revision assignment	
5. Select the start date, due date, and (if available) post date for the assignment. Select an option from the *Generate Originality Reports for student submissions:* drop down menu	
6. (Optional) Enter any special assignment instructions	

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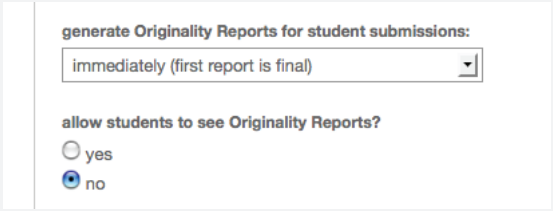
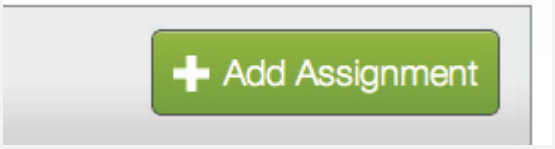
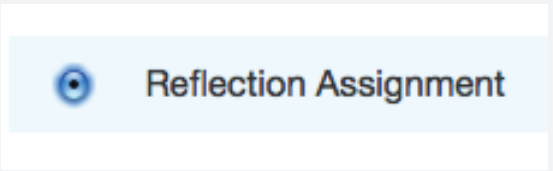
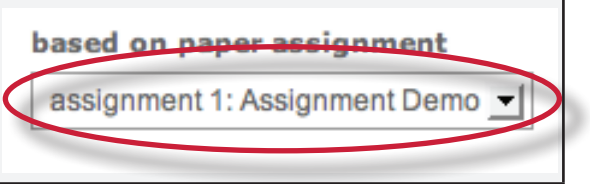
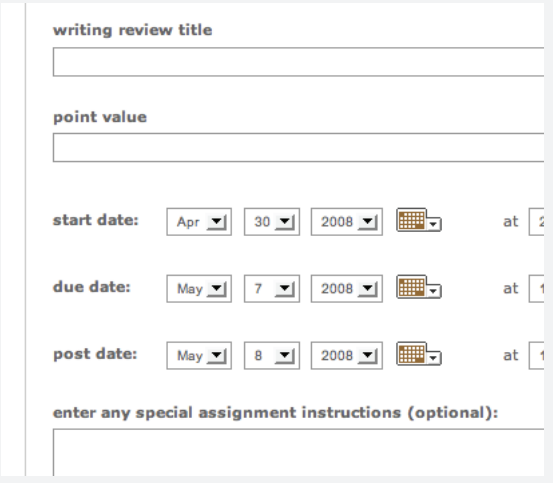
Creating revision assignments:	
7. Two other options can be adjusted: the *generate Originality Reports for student submissions* and the *allow students to see Originality Reports?*	
8. Click on *submit* to save this revision assignment. Revision assignments appear as sub-assignments of the main assignment on the class home page for instructors	

Creating a Reflection Assignment

Reflection assignments are created to allow students to submit a paper about what they have learned during the writing process. While not part of the peer review itself, a Reflection assignment is often a good follow up to a peer review to reinforce the lessons of peer-reviewed work.

To create a reflection assignment:	
1. Click the *Add Assignment* button on the assignments page of a class	
2. Select Reflection Assignment by clicking on the radio button to the left of Reflection Assignment. Click on the *Next Step* button	
3. Select the paper assignment that the reflection assignment will be associated with from the drop down menu	
4. Enter the additional information: • (optional) reflection assignment title • (optional) Point value (applies to GradeBook users only) • Assignment start, due, and post dates • (optional) Additional assignment instructions	

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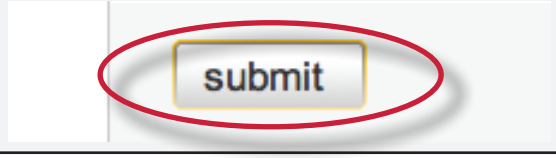
To create a reflection assignment:	
5. Click submit to add the reflection assignment to the class homepage	

The reflection assignment will stack beneath the assignment it is associated with. Students submit to the reflection assignments in the same way any normal paper submission would be made using TurnitinUK.

Note: Originality Reports are not generated on submissions made to reflection assignments. If the instructor user needs Originality Reports, a normal TurnitinUK assignment or a revision assignment should be used.

Getting Your Students Started

Once a class and assignment have been created the instructor or students are ready to begin submitting papers and using TurnitinUK. If the instructor is planning to do the submissions of papers, please skip to the next section, *Submitting Papers*.

Warning: It is strongly recommended that students submit papers themselves. This will save time and enable the use of the PeerMark, GradeMark or Gradebook products.

Enrolling Students

Students must be enrolled in a class to submit papers, access grades, or access peer review assignments. Students can self-enrol by creating a user profile using the class ID number and class enrolment password. The instructor can enrol students in a class one by one or by uploading a list of e-mails and student names.

If the instructor chooses to add students to the class directly, each student added to the class will be automatically e-mailed a temporary password and login information. If the e-mail address entered when adding a student is not valid, the student will not receive an e-mail. For this reason, students who do not possess valid e-mail addresses must enrol themselves using the class ID and enrolment password.

Having Students Enrol

Students self-enrolling into a TurnitinUK class must have the numeric class ID and the case sensitive class enrolment password. This provides a student user with authorization to access the class on TurnitinUK. Please do not post the class id and password on a publicly accessible website to ensure only your students enrol in the class.

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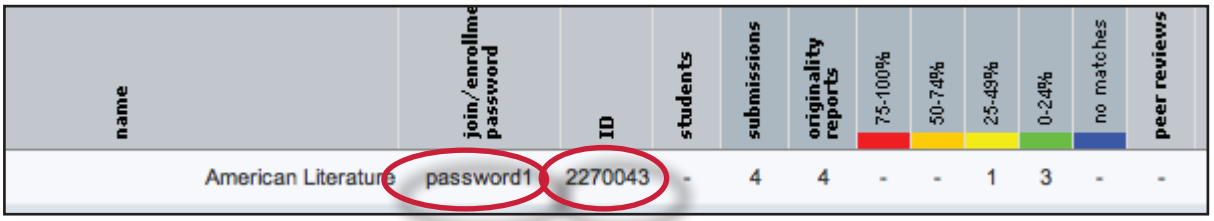
To confirm the class ID and enrolment password, click on the statistics icon next to the class name under the statistics column on the TurnitinUK instructor homepage. The class ID and enrolment password are displayed as part of the class statistics.



If needed, the instructor can change the enrolment password to remove accidental capitalization or spaces that may be causing student enrolment issues. Changing the enrolment password after student enrolment is completed also prevents students with forgotten passwords from enrolling multiple times and causing confusion.

To change the enrolment password, click on the edit icon for the class on the TurnitinUK instructor homepage. Update the enrolment password and click on *submit* to save the change.

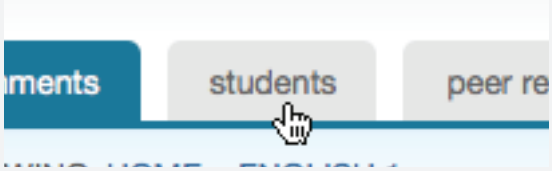
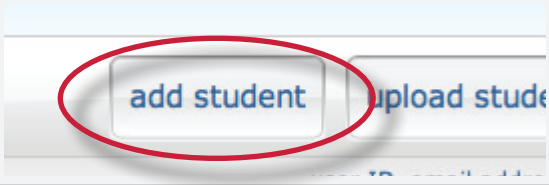
For step by step student oriented instructions or student self-enrolment information please view the TurnitinUK Student User Manual, Student Quick Start Guide, or Student training video.

Enrolling Students Manually

An instructor may add students individually to the class. The instructor must provide first name, last name, and e-mail address for the user. A welcome e-mail will be sent to the student being added to the class.

If the e-mail address provided already exists on a user profile on TurnitinUK, the user welcome e-mail indicates only that the user has been added to a class as a student.

If the e-mail address provided by the instructor has never been used to create a TurnitinUK profile before, a new user welcome e-mail is sent. The student is provided with a temporary password for logging into TurnitinUK to complete the user profile.

Enrolling students one by one:	
1. From the class homepage click on the *students* tab to open the student list for the class	
2. Click the *add student* button	

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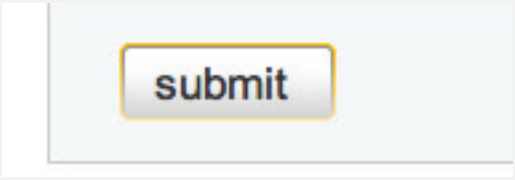
Enrolling students one by one:	
3. Enter the required information - the student first name, last name, and e-mail address	
4. Click *submit* to enrol the student. A welcome e-mail will be sent to the user.	

Enrolling Students From a List

An instructor may upload a student list to add to a course. The student list must be one hundred (100) entries or less. Larger classes may be separated into multiple lists, each of which can be uploaded individually.

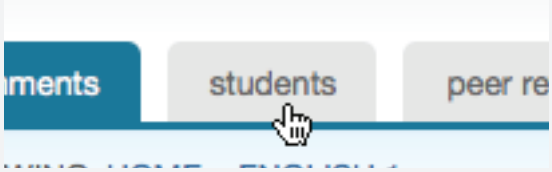
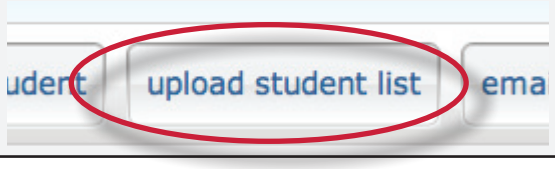
The list must be a Microsoft Word, Microsoft Excel, or plain text (.txt) file. The first name, last name, and e-mail for each student must be provided. The formatting must be as follows:

- Microsoft Word or Plain Text:
  John,Doe,JDoe@schoolname.edu

- Microsoft Excel:

John	Doe	JDoe@schoolname.edu

Once the student list is available, the list may be uploaded from the student page of the class.

Enrolling a list of students:	
1. From the class home page, click on the *students* tab	
2. Click the *upload student list* button	

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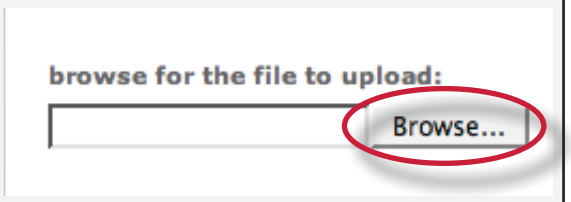
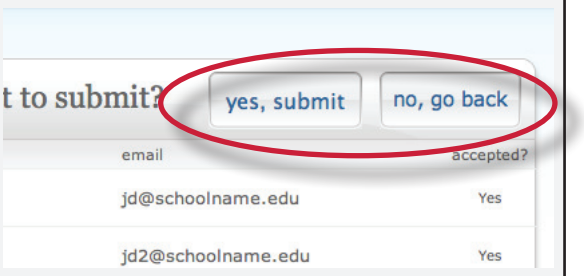
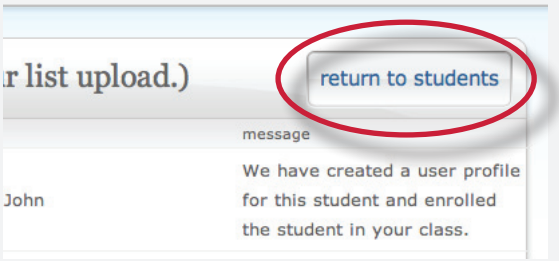
Enrolling a list of students:	
3. Click the *Browse* button and locate the file containing the student list on the computer. For example lists, use the *click here* link to see templates	
4. Click *submit* to upload the student list file	
5. The student list will be displayed. Check the displayed list for errors. To submit this list, click *yes, submit*. If the incorrect file was selected, choose *no, go back* and select a different file for step 3	
6. Once *yes, submit* has been selected the final screen will display the newly enrolled list of student users. To return to the class student page, click the *return to students* link	

Enrolment E-mails

As soon as students are added to a class a confirmation e-mail is sent to the e-mail address provided. If the student has an existing user profile, the confirmation e-mail contains only notification of the new class enrolment. If the e-mail address was not for an existing student user in the TurnitinUK system the confirmation e-mail contains a temporary password and login instructions.

New student user profiles that have never logged in are indicated with a pink highlight over the enrolment date to the left of the student name on the student list page.

Re-sending New User Enrolment E-Mail

The instructor can re-send the welcome e-mail, including the temporary password, to student users who have never logged into TurnitinUK. The instructor can also change the e-mail or name information to fix any incorrect information in the event that a student no longer has access to the e-mail address used initially for the user profile.

Students who did not receive the enrolment e-mails will need to check junk mail or any other mail filters (such as parental filters on e-mail) and ensure that they are able to receive e-mail from noreply@TurnitinUK.com and helpdesk@TurnitinUK.com before the welcome e-mail is re-sent by the instructor.

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Student users who have logged into TurnitinUK one or more times cannot have this information reset by the instructor and must use the *Forgot Your Password? link* on the TurnitinUK homepage.

How to Re-Send Welcome E-mail

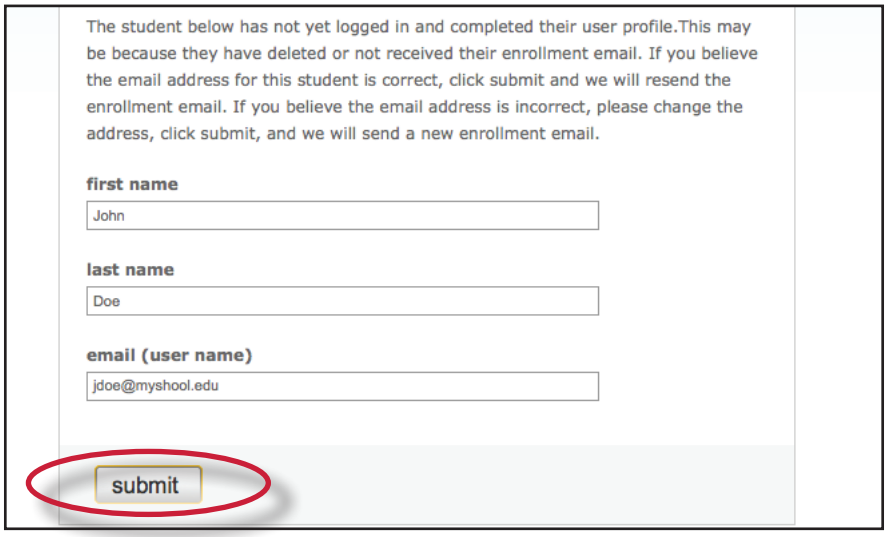
An instructor can re-send welcome e-mails from the *student* list page of a class. To reach the student page, click on the class name and then the gray *student* tab above the assignment list.

On the students page, any students who have never logged in and completed the information on the user profile will have a pink highlight over the date in the *enrolled* column to the left of the student name.

Note: Students who do not have the pink highlight over the *enrolled* date must use the TurnitinUK password reset system if the student has forgotten or lost the password to the student user profile. This is accessible at www.submit.ac.uk by clicking on the *Forgot Your Password?* link at the top right corner.

To re-send the activation mail, click on the pink highlighted date to the left of the student name.

Check the user information and make any needed changes to this information. To send the new user confirmation and welcome e-mail click on submit. A new copy of the welcome e-mail, including temporary password, will be sent.


The student below has not yet logged in and completed their user profile.This may be because they have deleted or not received their enrollment email. If you believe the email address for this student is correct, click submit and we will resend the enrollment email. If you believe the email address is incorrect, please change the address, click submit, and we will send a new enrollment email.
first name
John
last name
Doe
email (user name)
jdoe@myshool.edu
submit

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Submitting Papers

Instructors joined to a TurnitinUK account can submit papers using the four available methods. Instructor uploads may be submitted by:

- **single file upload** - a single file submission selected by the instructor.
- **cut and paste** - submission of text copied and pasted into a TurnitinUK submission box. May be used to submit from a file format that is not accepted. No images or non-text information can be copied and pasted - only plain text can be accepted
- **multiple file upload** - multiple files selected one by one. Similar to adding multiple attachments to an e-mail
- **zip file upload** - submit a standard zip file containing multiple papers. May contain up to 200MB or 1,000 files. Zip file uploads of significant size may require additional time to complete

File Types and Size

TurnitinUK currently accepts the following file types for upload into an assignment:

- Microsoft Word® (DOC and DOCX)
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)

The file size may not exceed 20 MB. Files of larger size may be reduced in size by removal of non-text content. Files that are password protected, encrypted, hidden, system files, or read only files cannot be uploaded or submitted to TurnitinUK.

The zip file upload accepts up to 1000 files or 200MB of zipped information. A zip file to be uploaded may not exceed either limit. Zip files should be checked to ensure only usable file formats are included in the upload.

Note: Text only files may not exceed 2 MB.

Note: PDF documents must contain text to be submitted. PDF files containing only images of text will be rejected during the upload attempt. To determine if a document contains actual text, copy and paste a section or all of the text into a plain-text editor such as Microsoft Notepad or Apple TextEdit. If no text is copied over, the selection is not actual text.

Tip: Users submitting scanned images of a document or an image saved as a PDF will need to use Optical Character Recognition (OCR) software to convert the image to a text document. Manual correction of the resulting document is highly recommended to fix any errors caused by the conversion software.

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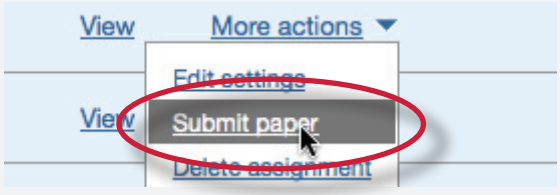
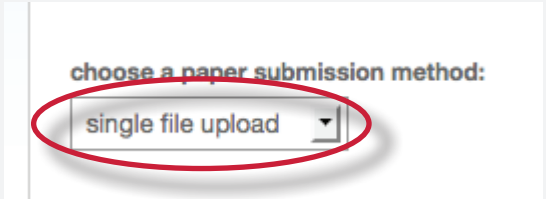
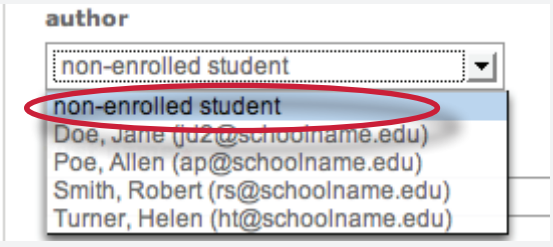
Note: Some document formats can contain multiple data types. This includes text, images, embedded information from another file, and formatting. Non-text information that is not saved directly within the document will not be included in a file upload. This includes references to a Microsoft Excel® spreadsheet included within a Microsoft Office Word document.

Note: Users whose files are saved in a file type that is not accepted by TurnitinUK will need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.

Warning: Users who are converting to a new file format will need to save their file with a name different than the original. Any file should be saved with a new file name when converting to plain text or rich text formats to prevent permanent loss of the original formatting or image content of a file.

Single File Upload

Submitting a paper by single file upload:	
1. On the class homepage, click on the *More actions* link next to the Paper assignment you would like to submit to and select *Submit paper*	
2. If needed, select *single file upload* from the *choose a paper submission method*: pull down menu. File upload is the default submission type for new users	
3a. Select an enrolled student name using the *author* pull down menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio just as if the student made the submission	
3b. The instructor must enter the first and last name when non-enrolled student is selected from the author pull-down menu **Warning:** Papers you submit for non-enrolled students cannot be graded or marked for paperless return to students	

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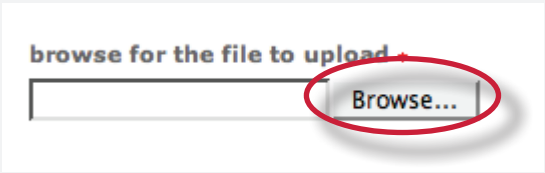
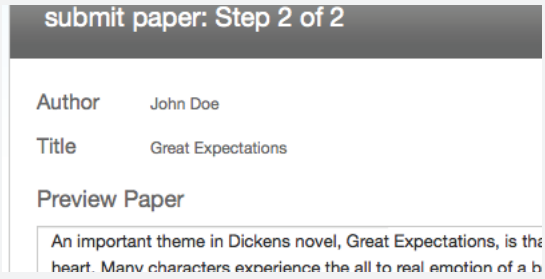
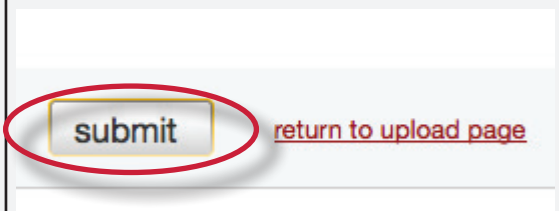
Submitting a paper by single file upload:	
4. Enter the title for the paper. This field is required	
5. Once the requirements for single file upload have been reviewed, click the *Browse* button and locate the paper to submit	
6. Click *upload* to upload this file.	
7. A status bar will indicate the upload progress of the selected file. Once the file is uploaded you will be redirected to the submission preview page	
8. Once the paper has been uploaded, the following page previews the paper being submitted. Review the text to confirm the correct file was selected.	
9. To complete the file upload, click on *submit* at the bottom of the page. If the wrong file was loaded, click on *return to upload page* and re-submit with the correct file.	
10. Once the submission is complete a digital receipt is displayed. The paper ID on the digital receipt is a unique number assigned to this submission.	

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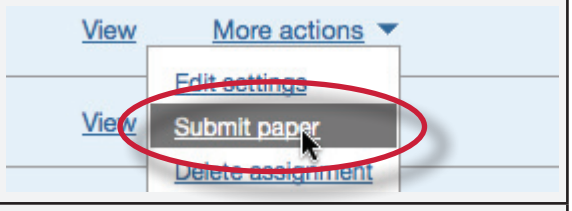
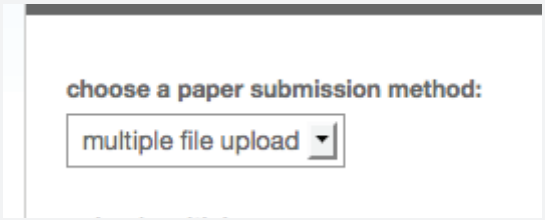
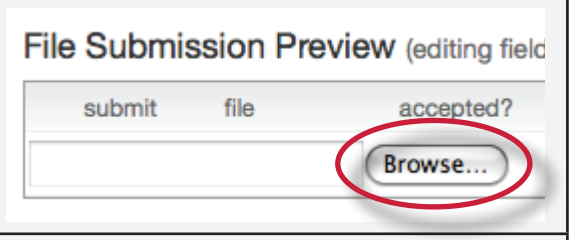
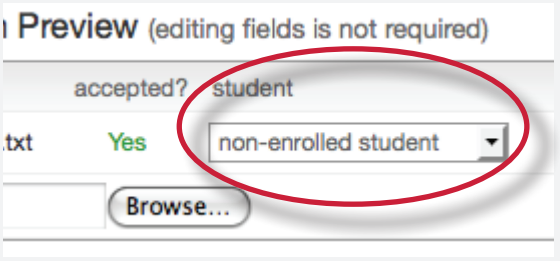
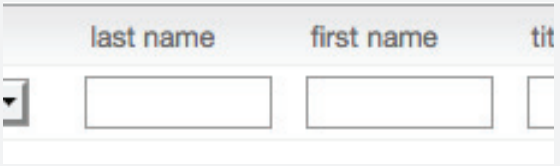
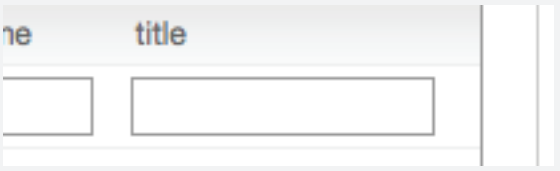
Multiple File Upload

The multiple file upload submission option allows instructors to upload multiple files simultaneously.

Submitting multiple papers using multiple file upload:	
1. On the class homepage, click on the *More actions* link next to the Paper assignment you would like to submit to and select *Submit paper*	
2. Select *multiple file upload* from the *choose a paper submission method*: pull down menu. Single *file upload* is the default submission type for new users.	
3. Click on *Browse* and select the first file to attach to the File Submission Preview list	
4a. Once successfully uploaded the file will appear within the File Submission Preview list. Select an enrolled student name using the pull down menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio	
4b. Enter the first and last name as a non-enrolled student. Not entering a first and last name results in an author name of anonymous	
5. Enter the title for the paper. If no paper title is entered, the title defaults to the file name for the submitted file	
6. Repeat steps 3-6 for each paper being submitted as part of the upload	

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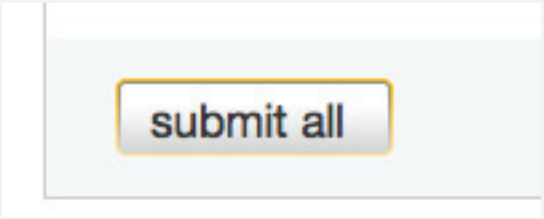
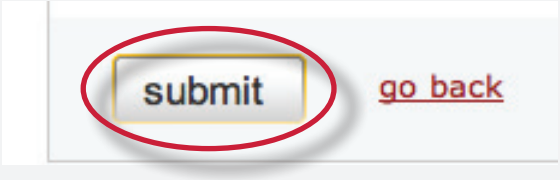
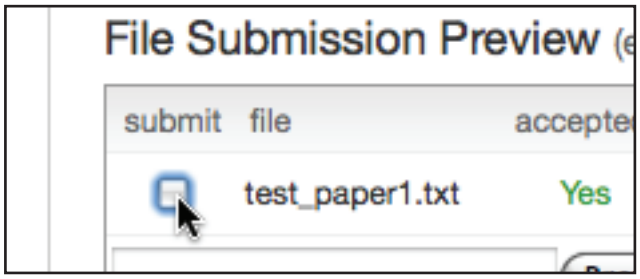
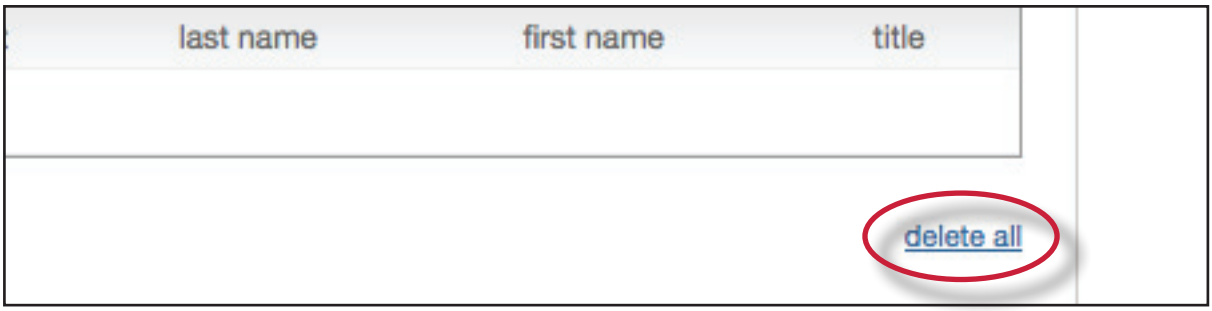
Submitting multiple papers using multiple file upload:	
7. When all the desired files are attached, click the *submit all* button to upload the batch of files	
8. On the accepted files page please review the files to be uploaded and click *submit* to submit all uploaded files	

Files can be excluded from the upload by unchecking the check box to the left of the file name under the submit column.



An instructor may remove all uploaded files from the File Submission Preview list by clicking on the *delete all* link located below the list to the right.



Cut and Paste Submissions

The cut and paste submission option allows users to submit information from non-supported word processors or file types, or to only submit specific parts or areas of a document that may need an Originality Report generated.

Please note that only text can be submitted via the cut and paste method - any graphics, graphs, images, and formatting are lost when pasting into the text submission box.

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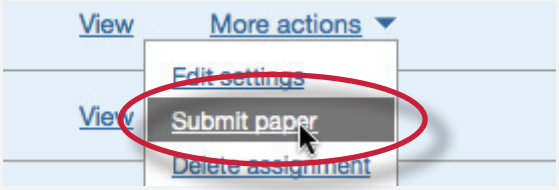
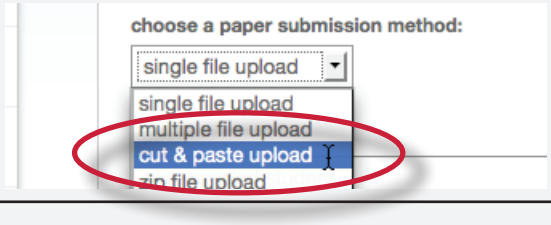
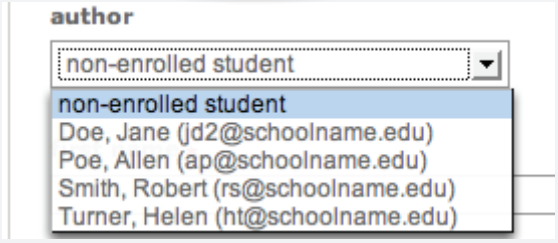
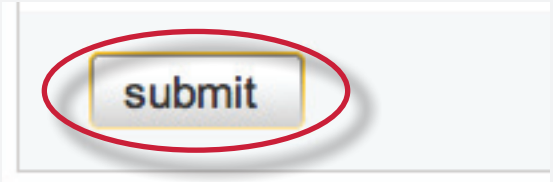
Submitting by Cut and Paste	
1. On the class homepage, click on the *More actions* link next to the Paper assignment you would like to submit to and select *Submit paper*	
2. Select *cut and paste* from the *choose a paper submission method*: pull down menu. Single file upload is the default submission type for new users.	
3a. Select an enrolled student name using the pull down menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio just as if the student made the submission	
3b. The instructor may enter the first and last name as a non-enrolled student. **Warning:** Papers you submit for non-enrolled students cannot be graded or marked for paperless return to students	
4. Enter the title for the paper. This field is required	
5. Copy and paste the selected text into the text box **Tip:** To copy and paste text, highlight the text to submit in a word processing or text editing program and select *copy* from the *edit* menu. To transfer the text into the text box on TurnitinUK, click inside the text box of the submission page and select *paste* from the browser *edit* menu	
6. Click on *submit* to submit the text. The digital receipt will be displayed	

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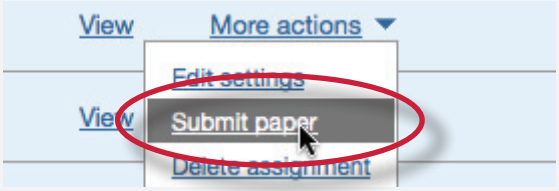
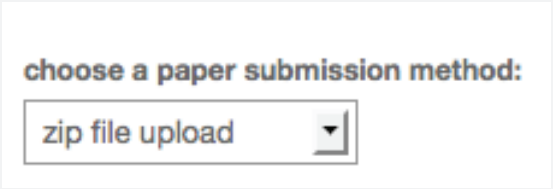
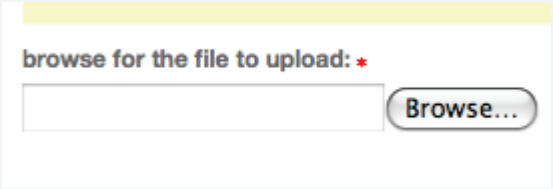
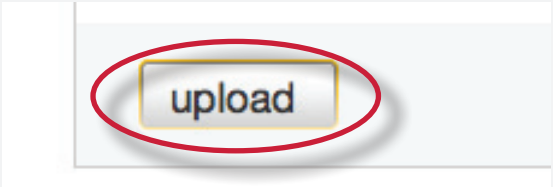
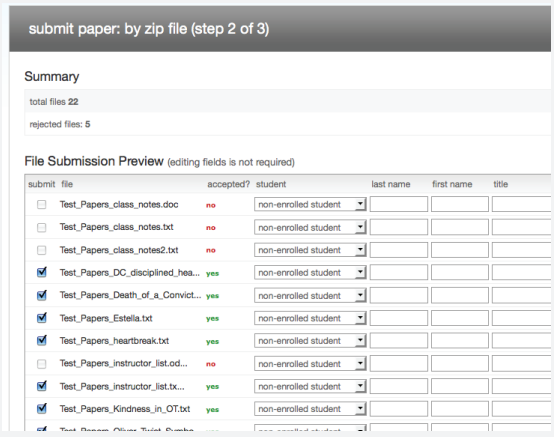
Zip File Uploads

Instructors are able to upload a zip file of papers to a TurnitinUK assignment. The zip file may be any size up to approximately 200MB and contain up to 1000 individual files. If the zip file exceeds either limit it will be rejected.

Instructors uploading zip files are advised to ensure that no unacceptable file types are contained within the zip file and to be careful of duplicate copies of the same file within the zip file. TurnitinUK will attempt to detect duplicate or invalid files and warn the user of any duplicate or unacceptable files.

Submitting multiple papers in a zip file:	
1. On the class homepage, click on the *More actions* link next to the Paper assignment you would like to submit to and select *Submit paper*	
2. Select *zip file upload* from the *choose a paper submission method*: pull down menu. Single file upload is the default submission type for new users.	
3. Click on *Browse* and select the zip file that will be uploaded	
4. Click *upload* to load the zip file and view the list of papers. A status bar indicating upload progress should be shown. Once uploaded the paper will be redirected to the File Submission Preview page	
5. Select the papers to submit by checking or not checking the *include?* check box for the paper. For each paper being included, the user may: • select an enrolled student in the class or submit as non-enrolled, giving first name or last name; • submit without first and last name, which will default to anonymous • submit with a paper title; • submit without a paper title, which will default to the name of the file	

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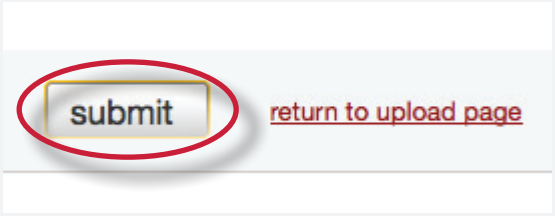
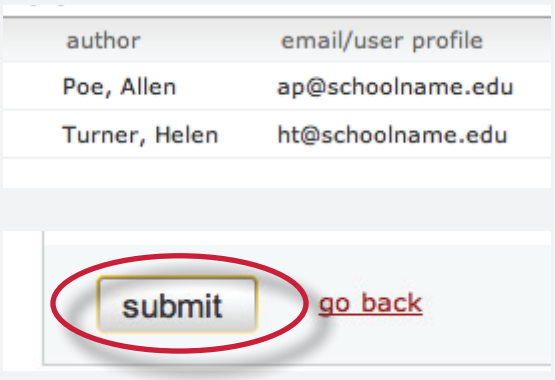
Submitting multiple papers in a zip file:	
6. Once the files to submit from the zip file have been selected and (if needed) assigned name and title information, the user must click on *submit* to continue the upload of papers into the assignment	
7. A confirmation screen will be shown listing all file names, author names, e-mail user profiles, and submission titles. Any fields containing Anonymous or Not Entered are not required but may be set by using the *go back* link to return to the previous screen Click *submit* to finalise the zip file upload into the assignment. A progress bar will display the remaining time for the upload	

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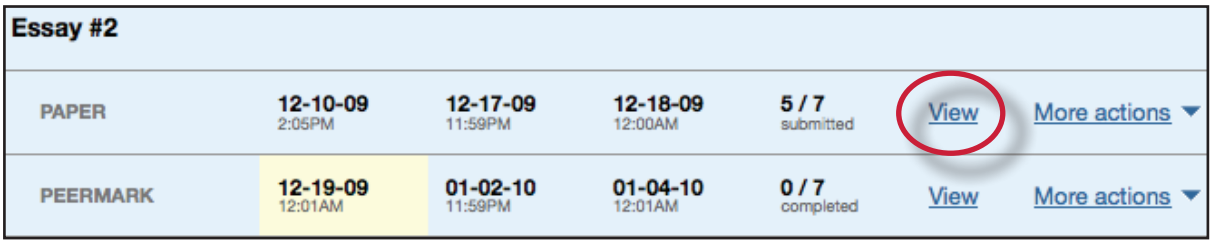
Assignment Inbox

Each assignment in a class has an assignment inbox. The assignment inbox contains any submissions that have been made by students or the instructor to the assignment. To access the assignment inbox, click on the *View* link next to the name of the assignment on the class homepage.



Elements of the Assignment Inbox

The assignment inbox is a sorted list of columns containing information regarding submissions in an assignment. The assignment inbox can be organised by any of the criteria listed - for example, clicking on the column heading name of *author* will sort the contents of the assignment box by author last name from A to Z. Clicking the column heading again will sort it again by the reverse of the criteria, from Z to A.

The column headings in the assignment inbox are:

- **author** - a column containing the names of any enrolled students and the names given for any non-enrolled instructor uploaded papers in the assignment. Clicking on the name of the author opens the class portfolio page for any enrolled students. Enrolled student names are underlined and lettered in blue

- **title** - the title given for any paper submitted. If there is no submission for a user, this field will list -- no submission --. Clicking on the title of a paper will open a text version of the paper with submission information, but no Originality Report data, to allow an instructor to view the student paper

- **report** - the report column contains the Originality Report icon. The icon contains a percentage indicating the overall similarity of the paper to information in the TurnitinUK repositories, 100% being 'fully similar', 0% indicating 'no similarity'. The icon is rectangular and contains the percentage number and the corresponding colour. If only a grayed out icon is available, the report is not ready. A -- in the report column indicates no submission or that no Originality Report is generated based on assignment settings. For more information, see the *Viewing Originality Reports* section of this guide or view the Originality Report video.

- **grade** - the grade column indicates GradeMark image availability. A pencil icon shows what papers have not yet been graded in GradeMark. No icon indicates that no submission was made or that GradeMark digital assessment is not available for the class or account. If the icon is available, click on the pencil icon to open a GradeMark window. Once a paper is graded the point value given to the paper will replace the pencil icon in the grade column

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- **response** - the response column provides instructors with insight on which students have viewed their graded papers. An icon of a person with a check mark notifies the instructor that the student has viewed their graded paper in GradeMark for over 30 seconds

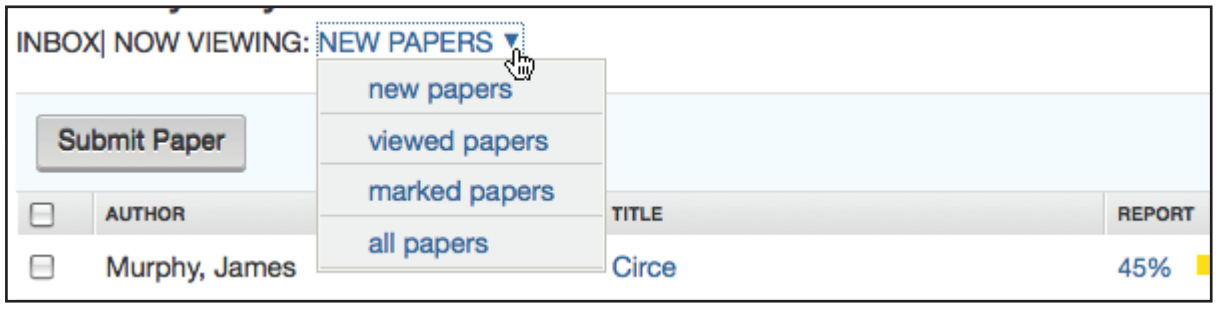
- **file** - a page icon and indicator of the file type of a submission that was uploaded to TurnitinUK, or -- in the event no submission was made. Click on the page icon to download a copy of the submission as originally uploaded by the student to the assignment

- **paper ID** - the unique numeric ID number assigned to every submission made to TurnitinUK. This column contains -- if no submission was made. The paper ID is also provided to students or instructors when submitting by file upload or copy and paste as part of the digital receipt

- **date** - the date of a submission. Any dates shown in red indicate a late submission made after the due date and time of an assignment. The format is month-day-year. If no submission was made after the due date/time for a student, this column shows *(late)* in red. If the due date has not passed, students in the class with no submissions have a -- in this column.

The assignment inbox also contains a number of items in the assignment inbox panel at the top of the assignment inbox. See the *Organizing the Assignment Inbox* section for more information on these functions. The items are:

all papers, marked papers, viewed papers, new papers - allows an instructor to select which folder of an assignment inbox to view. By default, all papers are in the *new papers* folder. The available folders are *all papers, marked papers*, *viewed papers*, and *new papers*. Papers can be moved between folders in the assignment inbox by using the *move to* function. Papers only can be placed in a single folder. Selecting a folder will display only that folder unless *all papers* is selected, which shows every submission in an assignment



submit button - allows an instructor to begin submitting a paper or papers to this assignment

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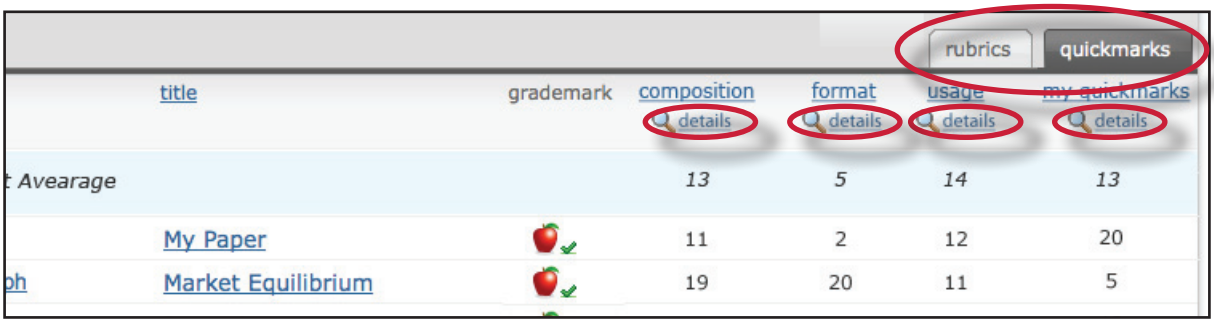
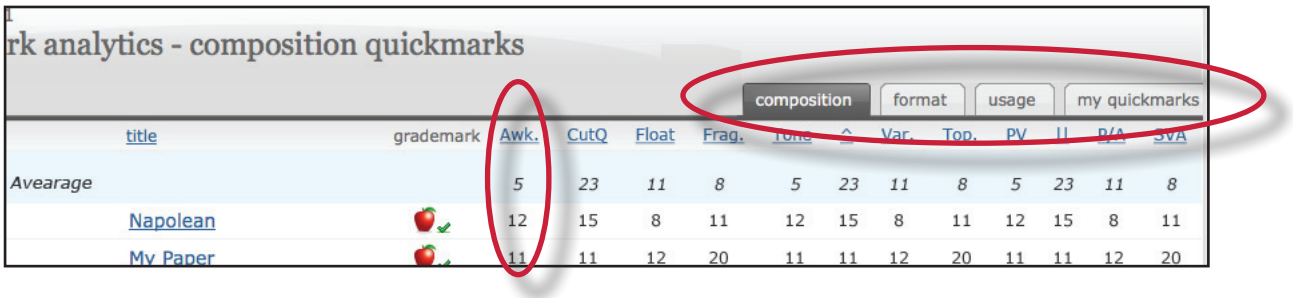
GradeMark Report - provides information on how many times each QuickMark was used on and each rubric criterion rating given for each graded paper in an assignment. This allows instructors to more quickly identify learning patterns among their students and determine which rubric criteria or writing skills their students show strengths or weaknesses in.

To view the GradeMark Report summary click on the *GradeMark Report* button.

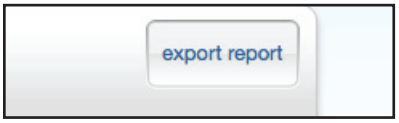
Within the GradeMark report there are two main viewing options: the rubrics tab or the quickmarks tab. Clicking on the *quickmarks* tab will display the QuickMark sets used in grading the papers within the assignment and the number of QuickMark editing marks used in each paper from each QuickMark set. To view which specific QuickMark editing marks were used from each QuickMark set, click on the *details* link under the QuickMark set you would like to view.



GradeMark report tracks and records each QuickMark used within a students paper. This information is located underneath the QuickMark symbol column header to the right of the student name and paper title. Use the QuickMark set name tabs to navigate between QuickMark sets.



To export the GradeMark report click on the *export report* button on the top right corner of the assignment inbox. Whichever page of the GradeMark report you are currently viewing will be exported to an excel file.



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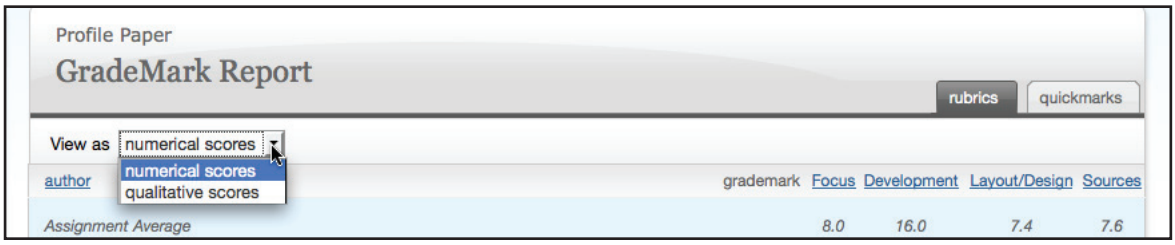
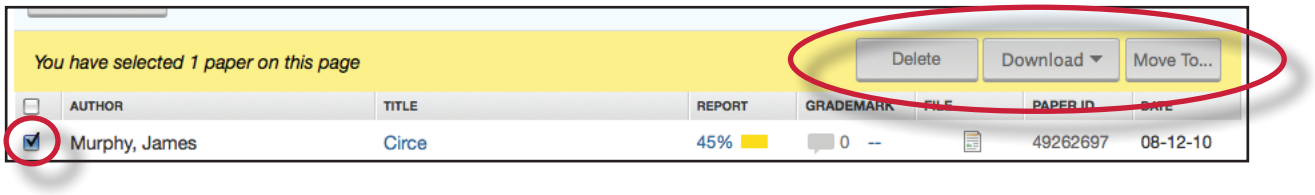
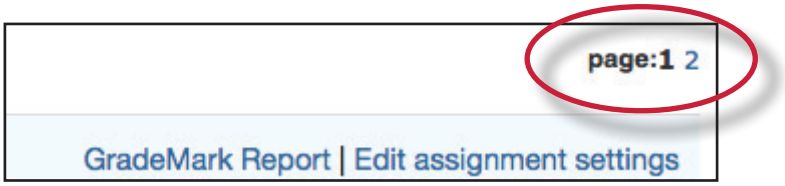
Selecting the rubrics tab will open the rubric portion of the GradeMark report. There are two viewing options for the rubrics tab: numerical scores or qualitative scores. Use the *View as* pull down menu to move between the two options.



delete, download, and move to - these buttons appear once a check box is selected to the left of the author name and perform the selected action on the selected papers



page - if there is more than one page to an assignment inbox, click on the page number to move between the pages of the assignment inbox and view the submissions on the pages



Viewing Papers

Every paper submitted to an assignment can be viewed online. To view a paper through the TurnitinUK web site without saving a copy to the computer, the instructor simply needs to click on the name of the paper under the *title* column of the assignment inbox. This will open the paper in a new window with the submission and student information as well as the text of the paper.

Downloading Papers

The instructor may also download and save papers submitted to an assignment. Instructors may download papers one by one, or in a zip file. Instructors on an account with the GradeMark or Peer Review products active may also select whether to download a PDF version of the submission or the original file format.

Downloading papers one at a time:	
1. Click on the icon under the *file* column for the paper to download.	

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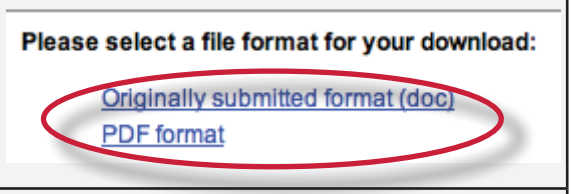
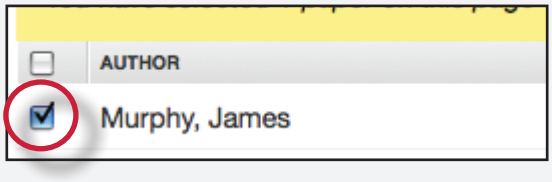
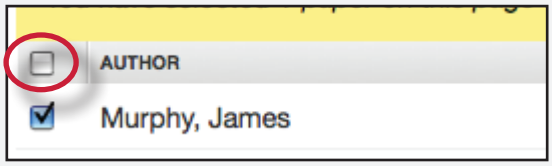
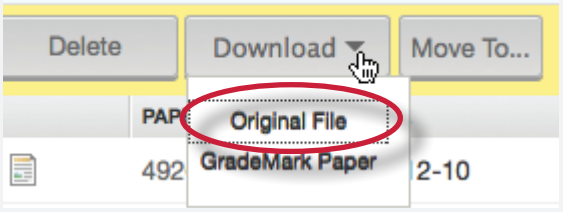
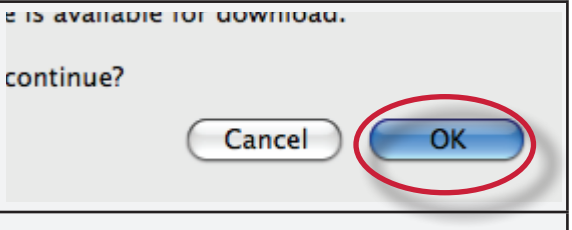
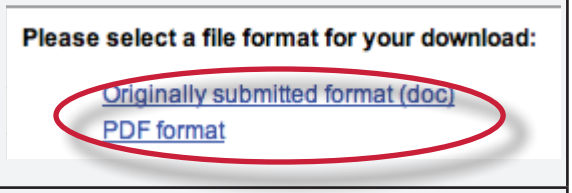
Downloading papers one at a time:	
2. (If available) For Peer Review and GradeMark accounts, a pop-up window prompts the user to select Originally submitted format or PDF format.	
3. The files will download to be saved on the user's computer	

Bulk Download

Instructors can bulk download papers in either the original or GradeMark formats.

Downloading papers in a zip file:	
1. From the assignment inbox, click the check boxes to select the papers that will be downloaded	
1a. The user may also select the check box in the column heading to download all papers from all pages of an assignment inbox.	
2. Click on the *download* button above the author column and select *Original File*	
3. Click on *ok* to accept the download	
4. Select the file format to download in if prompted to do so	
5. The files will download to be saved on the user's computer	

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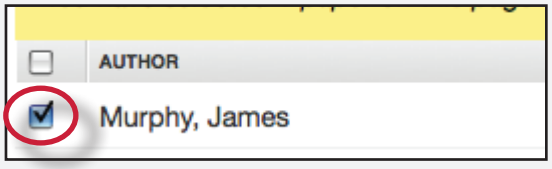
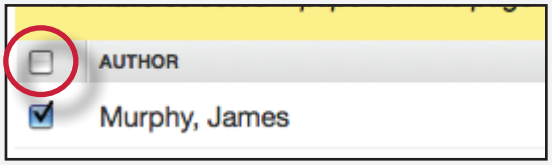
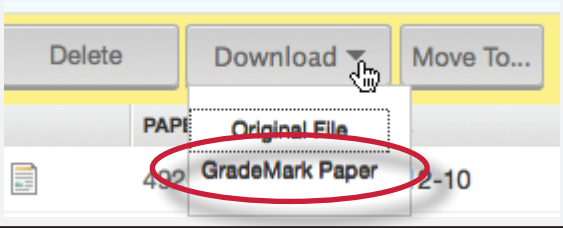
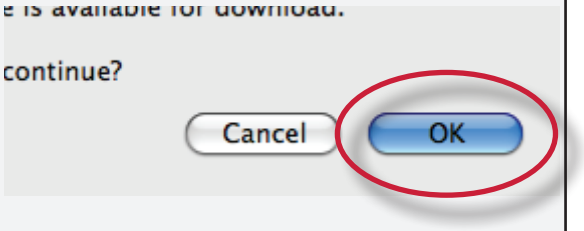
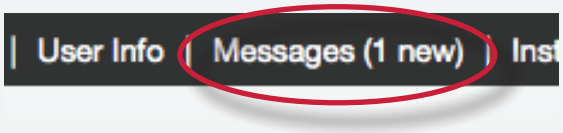
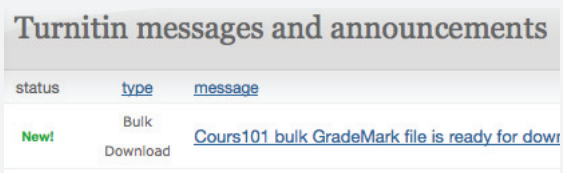
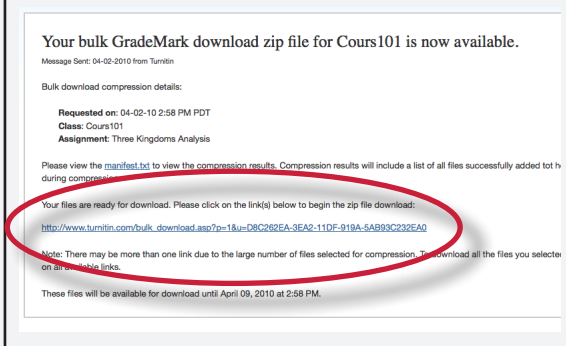
Downloading GradeMark papers in a zip file:	
1. From the assignment inbox, click the check boxes to select the papers that will be downloaded	
1a. The user may also select the check box in the column heading to download all papers from all pages of an assignment inbox. **Note**: If you select all papers within your class the papers that have not been graded with GradeMark will not be included in the bulk download	
2. Click on the *download* button above the author column and select *GradeMark Paper*	
3. Click on *ok* to accept the download. A message will appear above your assignment inbox indicating that the selected files are being compressed into a zip file and once compression is complete the file will be available to download in the TurnitinUK messages inbox	
4. The messages inbox will indicate a new message when the file is available for download. Click on the *messages* tab	
5. Click on the message link. All new messages are given the status *New*	
6. To download the zip file click on the available link(s) **Note**: There may be more than one link due to the large number of files selected for compression. To download all the files that you selected for compression please make sure to click on all available links	

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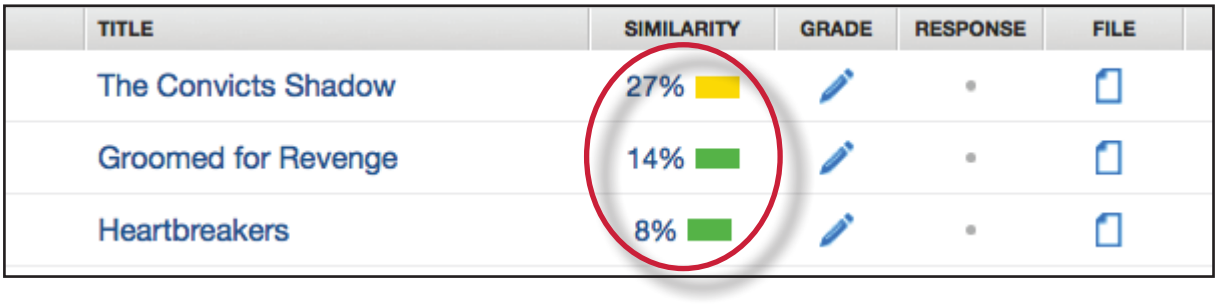
Viewing Originality Reports

The TurnitinUK Originality Report provides an overall similarity index for a submission. This index determines the percentage of similarity between a submission and information existing in the TurnitinUK repositories selected as search targets for an assignment. Any text from the paper matching to text in the repositories is created with a link to the source in the TurnitinUK repository.

Opening the Originality Report

The TurnitinUK Originality Report can be accessed from the assignment inbox. Under the report column are the icons indicating the percentage of the Overall Similarity Index and the corresponding colour on a blue to red scale.

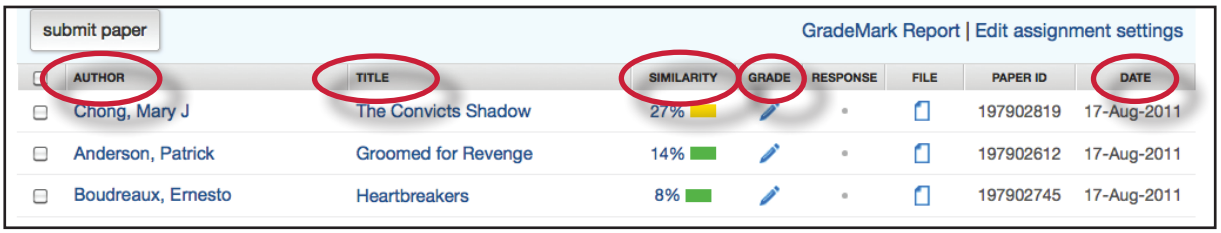


Organizing the Assignment Inbox

TurnitinUK offers the instructor user many methods to organise papers in the assignment inbox to assist with handling large classes or simply to quickly sort the submissions and Originality Reports in an inbox.

The following are the ways an instructor is able to organize the assignment inbox:

- **sorting by column header** - click any of the following column names to sort the inbox by that column: author, title, similarity, grade, and date. Click a second time to re-sort in the opposite direction, e.g. A-Z becomes Z-A



- **sorting by folder** - the instructor is able to select and move papers to the viewed or marked folders by checking the box to the left of the author name and clicking the *Move To...* button. Select the destination folder from the drop down menu and click on submit to move the paper to the selected folder

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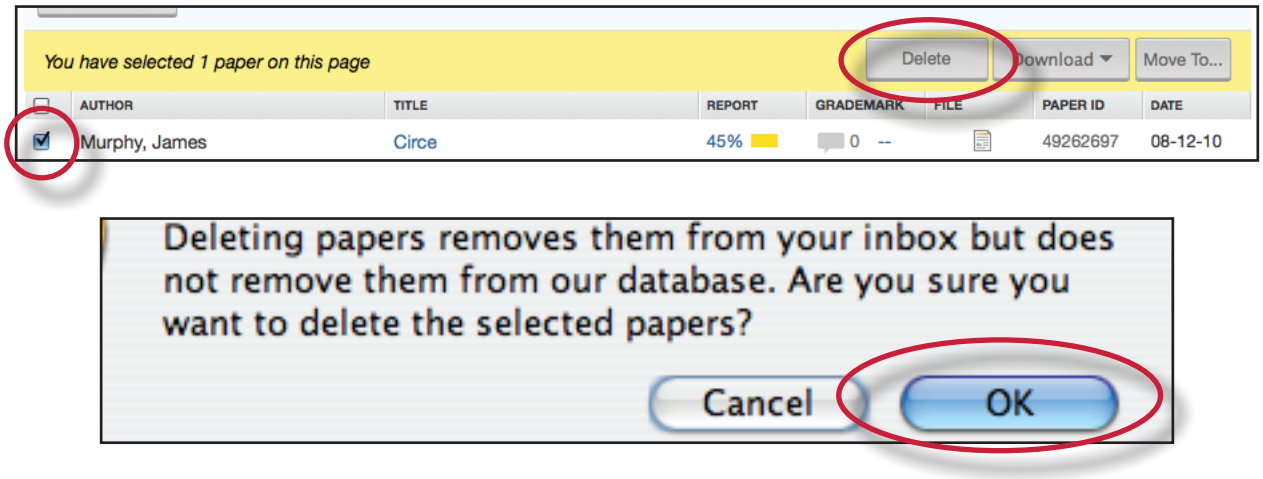
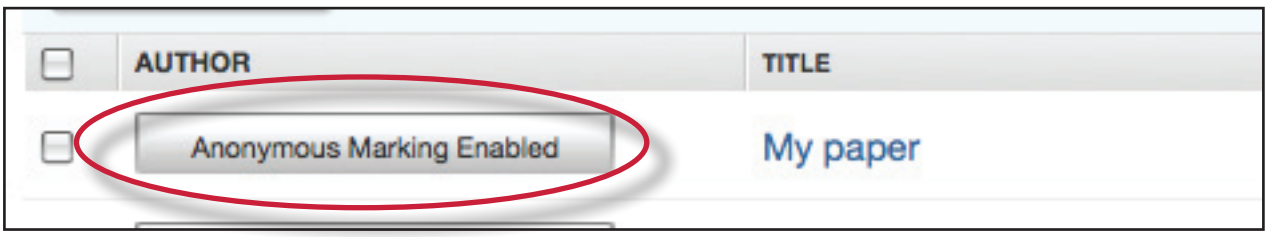
- **deleting unwanted papers -** an instructor can delete papers at any time by checking the box to the left of the paper and clicking the *delete* button. These papers are removed from the assignment inbox but not the submission repository



Disabling Anonymous Marking

After an assignment has been created the anonymous marking option can be changed up until the first paper is submitted to the assignment. After a paper has been submitted, the anonymous marking setting will be locked and cannot be altered for that assignment.

When anonymous marking is turned on for an assignment the appearance of the assignment inbox will be altered. Each paper submitted to the assignment will no longer display the author's name next to the paper's title, instead a button labeled *Anonymous Marking Enabled* will be displayed. The names of the authors will be revealed on the post date of the assignment. If an instructor chooses to reveal the author's identity before the post date, click on the *Anonymous Marking Enabled* button.



A prompt will open asking the instructor to state the reason for turning off anonymous marking. Enter the explanation into the text field and click submit to reveal the author's name.

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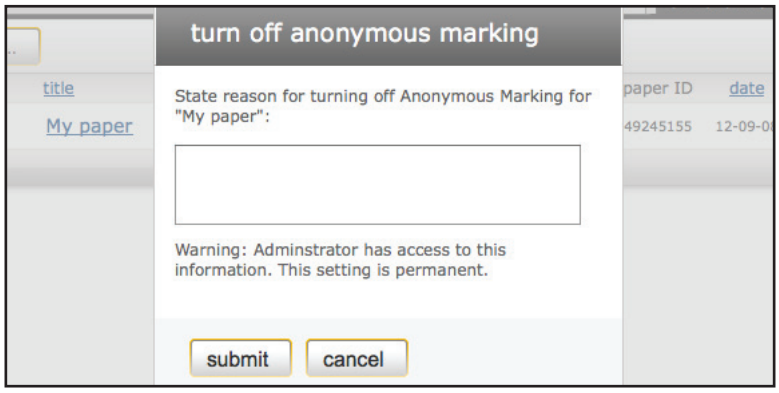
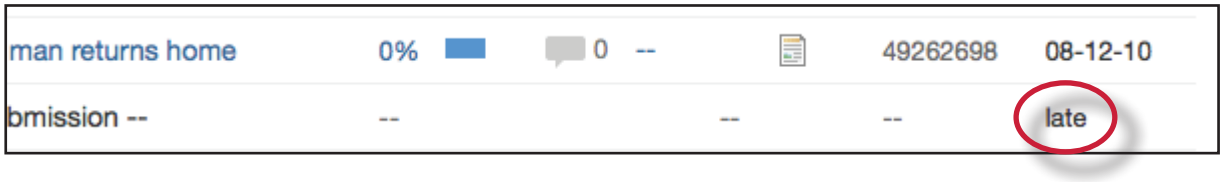


Viewing Late Submissions

Students enrolled in a class show up in the assignment inbox. If a student has not submitted a paper, -- *no submission* -- will show up in place of a paper title. To quickly view which enrolled users have not submitted a paper, sort the inbox by paper title by clicking on the *title* column heading.

Note that some users may accidentally enrol multiple times and appear both as -- *no submission* -- and with a submission. To check this, click on the *author* column heading to sort the student list by name and check for duplicates.

If a paper is submitted late to an assignment the submission date appears in red. If no submission has been received by the due date and time, *late* will show up in red in the date column.



Managing Students

The student list page allows an instructor to access the class portfolio (a collection of submissions, Originality Reports, peer reviews, and marked papers for the class) for each student, drop or add students, block students from accessing the class, or contact the list of students individually or via e-mail.

Access to the student list for a class is gained by clicking the *students* tab on the tab column.

Student Page Features

The features of the student home page include:

- **view student class portfolio** - click on the name of a student to visit the class portfolio for the student

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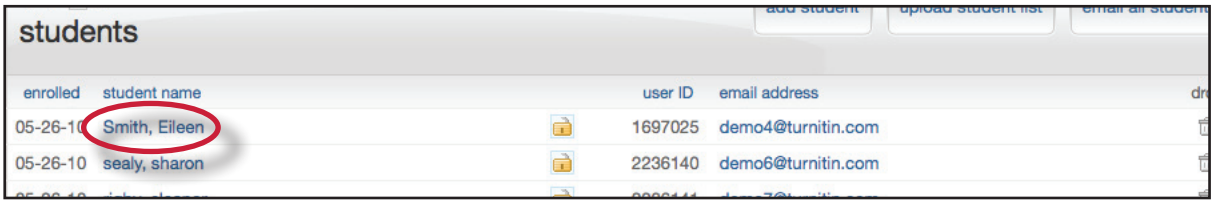
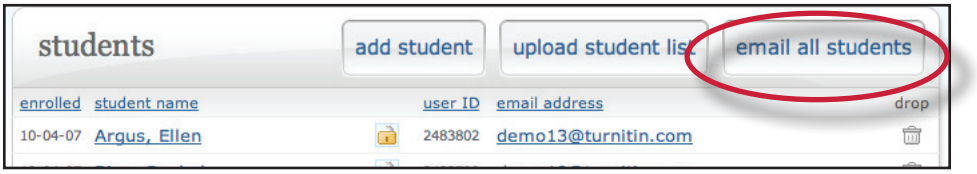


- **e-mail a student** - click on the e-mail address of any student to open a mail window in the user's default e-mail program

- **e-mail all students** - click the e-mail all students link to compose and send an e-mail to all students in the class



- **lock/unlock a student** - students can be locked or unlocked from a class once they have logged into TurnitinUK with their user profile. Click on the lock icon to toggle the student from unlocked (lock not closed) to locked (lock closed) if needed. When a student is locked, the student profile can no longer access the class

- **remove a student** - click on the drop icon to the right of the student e-mail address to remove the student from a class. Accidentally dropped students may be re-added manually but must be added under the same e-mail address to regain access to the previous submissions which were made.

⚠ **Warning**: Students should be dropped from a class only if the instructor is absolutely certain that the student user profile and its submissions are no longer needed. Dropped students cannot re-add themselves to the class even with the class ID and enrolment password

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What you will learn.
Our environment is th
world around us. We, as hu
both live in and form part
environment. We are affected
and changing

TurnitinUK Instructor User Manual

Chapter 2: OriginalityCheck

Updated August 21, 2012

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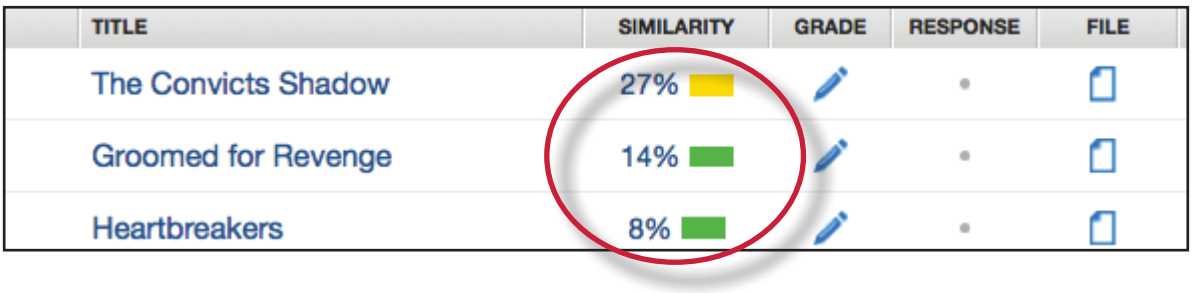
Introduction

A typical submission made to an assignment on TurnitinUK generates an Originality Report. The Originality Report is the result of comparison between the text of the submission against the search targets selected for the assignment which may include billions of pages of active and archived internet information, a repository of works previously submitted to TurnitinUK, and a repository of tens of thousands of periodicals, journals, & publications. Any matching or highly similar text discovered is detailed in the Originality Report that is available in the assignment inbox.

Originality Reports

Originality Reports provide a summary of matching or highly similar text found in a submitted paper. When an Originality Report is available for viewing, an icon will appear in the report column of the assignment inbox. Originality Reports that have not yet finished generating are represented by a grayed out icon in the reports column. Reports that are not available may not have generated yet, or assignment settings may be delaying the generation of the report.



Note: Overwritten or resubmitted papers may not generate a new Originality Report for a full twenty four hours. This delay is automatic and allows resubmissions to correctly generate without matching to the previous draft.

The colour of the report icon indicates the overall similarity index of the paper, based on the amount of matching or similar text that was uncovered. The percentage range is 0% to 100% The possible similarity indices are:

- **blue** - no matching text
- **green** - one word to 24% matching text
- **yellow** - 25-49% matching text
- **orange** - 50-74% matching text
- **red** -75-100% matching text

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Warning: These indices do not reflect TurnitinUK's assessment of whether a paper has or has not been plagiarised. Originality Reports are simply a tool to help an instructor find sources that contain text similar to submitted papers. The decision to deem any work plagiarised must be made carefully, and only after in depth examination of both the submitted paper and suspect sources in accordance with the standards of the class and institution where the paper was submitted.

Viewing Originality Reports

The Originality Report can be viewed in one of four modes. These modes allow users to view and sort the information contained in the Originality Report in any way best suited to their needs. The four modes for viewing an Originality Report are:

- **Match Overview** (show highest matches together): A list of all areas of the paper which have similarity to information in the TurnitinUK repository. Matches are color coded and listed from highest to lowest percentage of matching word area to the submission. Only the top or best matches are shown, all underlying matches are visible in the Match Breakdown and All Sources modes

- **All Sources**: Allows a user to view matches between the paper and a specific selected source in the TurnitinUK repositories. Contains a full list of all matches found rather than the best matches per area of similarity. This listing is exhaustive but will show all matches found, including any that are obscured in the Match Overview by virtue of being in the same or similar areas as other, better matches

- **Match Breakdown**: Displays matches that are obscured by a top source. Allows instructors to compare the match instance of a underlying source with the match instance for a top source

- **Direct Source Comparison**: An in depth view that shows an area of similarity compared side by side with a specific match from the TurnitinUK repositories. Not available on all types of repository matches

Note: If the source of matching text is a student paper in one of the classes controlled by the user as an instructor, the paper can be displayed in direct source comparison mode with matching text highlighted. The Originality Report provides the instructor with information regarding the origin of the matching paper. Not available for students viewing Originality Reports.

If the paper is from a class controlled by another instructor, no direct access to this paper can be provided. To view the paper, the instructor must request permission from the instructor in possession of the paper by clicking on the link to the source and then using the permission request button. If the request is made to a VLE course with multiple instructors, every instructor within the course will receive the request. TurnitinUK will auto-generate an e-mail request to the instructor who controls the paper. The instructor can reply via e-mail to the user if the request is granted. No student papers are made available to another user within the TurnitinUK system.

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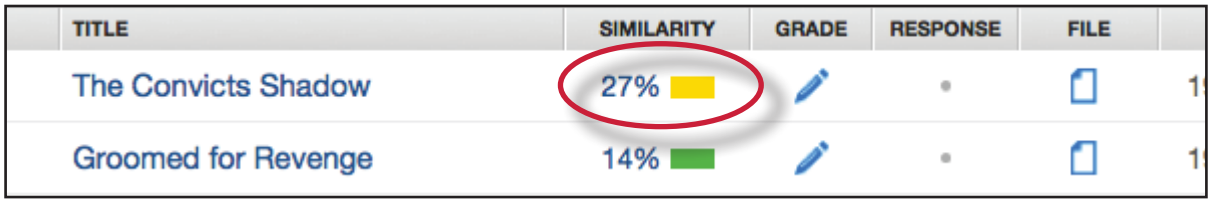
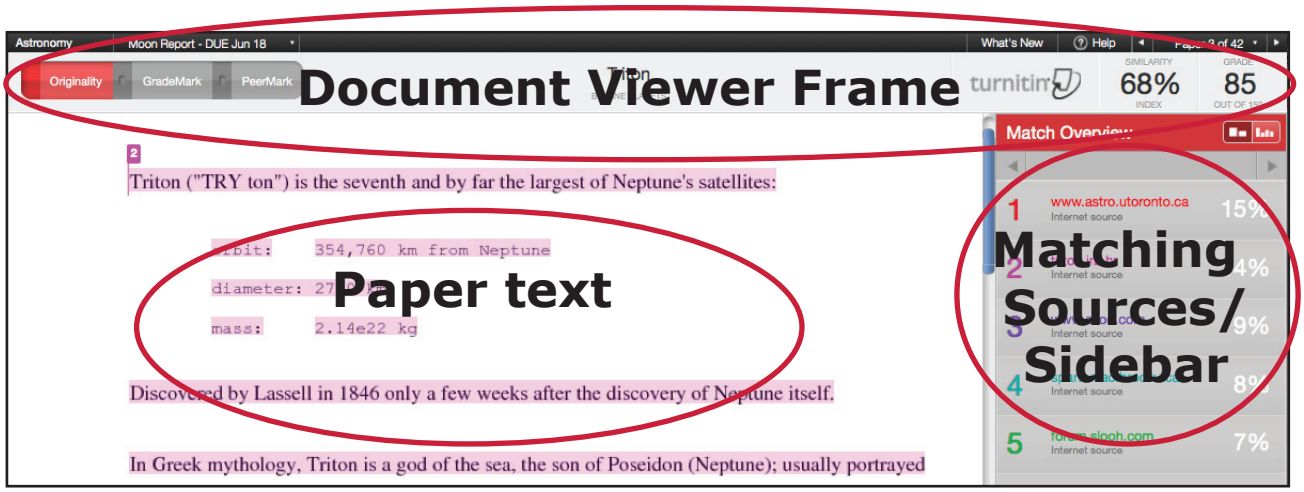
To open an Originality Report, click on the icon in the REPORT column in the assignment inbox. The Originality Report will open in a new window. If the new window does not appear, the user may need to add submit.ac.uk to the list of sites allowed to create pop-up windows on the web browser the instructor is using.



Originality Report Contents

The Originality Report is separated into three main areas:

- **document viewer frame** - shows the Similarity Index for the report and the title and author of the paper
- **paper text** - the submitted paper text in its original formatting. Matching text is highlighted in a colour that corresponds to the matching source listed on the right side of the Originality Report
- **matching sources/sidebar** - the list of matching sources for the highlighted areas of the paper text to the left. The sidebar also displays the Filter and Settings (exclusion options) and the Exclusion List


Document Viewer Frame
Paper text
Matching Sources/ Sidebar
Triton ("TRY ton") is the seventh and by far the largest of Neptune's satellites:
Discovered by Lassell in 1846 only a few weeks after the discovery of Neptune itself.
In Greek mythology, Triton is a god of the sea, the son of Poseidon (Neptune); usually portrayed

Paper Information

The paper information can be viewed by clicking on the information icon at the bottom left of the document viewer.

The paper information contains: the paper id, the date the paper was processed, the word count, the character count, the number of submissions to the assignment, the Similarity Index, and the three repository similarity indices.

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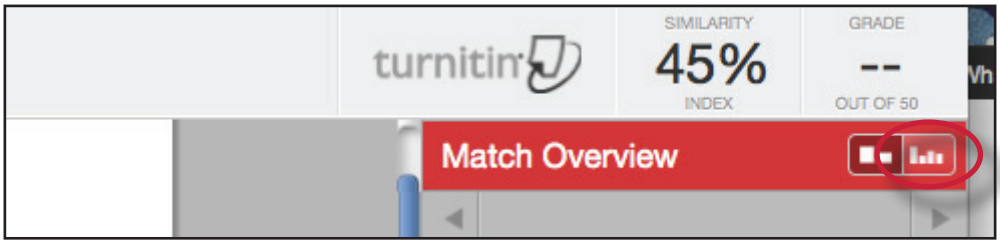
View Mode Icons

The view mode icons allow users to switch between the Originality Report viewing modes: Match Overview and All Sources view. The default viewing mode is the Match Overview.

To change the view mode for an Originality Report to the All Sources view, click on the *All Sources* icon. The sidebar will automatically update to the All Sources view mode.



Match Breakdown Mode

By default the Originality Report opens in *Match Overview* mode. In some cases, matches to smaller areas of similarity may be obscured by larger matches and not shown on this view mode. To find the underlying sources, hover over the match you would like to view the underlying sources for and click on the arrow icon that appears.

In this mode all sources that are obscured by the selected top source are listed below the top source. Click on a source to display the highlights for the match. The highlight for the top source match will become lighter and the match to the selected underlying source will be displayed with a darker highlight.

To return to the *Match Overview* mode click on the back arrow next to Match Breakdown at the top of the sidebar.

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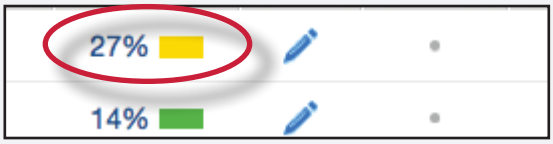
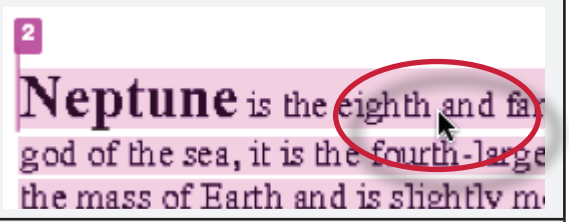
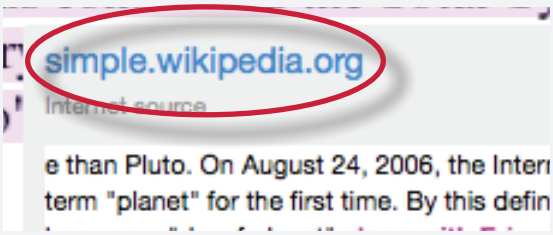
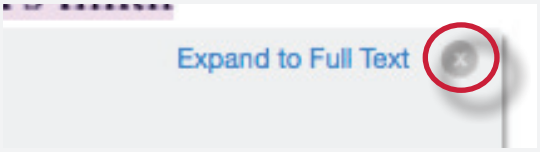
To view an internet source within a new browser tab, hover over the match and click on the view source icon that appears.

Direct Source Comparison

Direct Source Comparison, allows a user to quickly compare matching text to the source of the match in the TurnitinUK repositories. Matches to other student papers are not available for Direct Source Comparison viewing unless the students' are enrolled in your class. Using Direct Source Comparison can be done from the Match Overview or the All Sources view mode of the Originality Report.

Users can either view the Direct Source Comparison as a glimpse within the paper or as the Full Source Text within the sidebar. The glimpse only provides the matching text within context of a few outlying sentences from the source while the Full Source Text loads in the sidebar and contains the full text of the source and all the match instances.

Accessing direct source comparison:	
1. Open an Originality Report	
2. Click on a highlighted area of text on the left hand (student paper) side	
3. A pop-up window will appear above the highlighted text displaying the matching text within the source of the match	was considered the Solar System's ninth simple.wikipedia.org Expand to Full Text Internet source e than Pluto. On August 24, 2006, the International Astronomical Union (IAU) defined the term "planet" for the first time. By this definition, Pluto was no longer a planet. It became a "dwarf planet" along with Eris and Ceres. After this, Pluto was added to the list of minor planets. It was given the number 134340. A number of scientists continue to hold that Pluto should be classified as a planet. Pluto and its largest moon, Charon, are sometimes called a "binary system". This is because the barycentre of their orbits does not lie within them. The IAU has yet to formalise a his definition excluded Pluto as a planet, and
4. (Optional) Clicking on the *url* link, available on live internet matches, brings up a view of the live web site within a new browser tab or window	 simple.wikipedia.org Internet source e than Pluto. On August 24, 2006, the Inter term "planet" for the first time. By this defin
5a. Click on the "x" in the top right corner of the pop-up to close the window	

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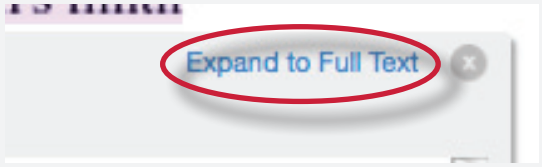
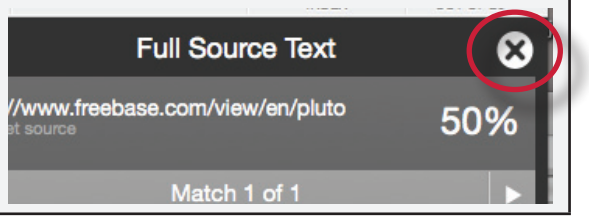
Accessing direct source comparison:	
5b. To view the matching text within the full source click on the *Expand to Full Text* link	
6. The *Full Source Text* view will load into the sidebar	
7. If there are multiple matches to this source, click on the arrow icons to quickly navigate through the match instances	
8. To exit the *Full Source Text* view click on the "*X*" button	

Note: If an area of submission text is matched to a source in the student paper repository on TurnitinUK, it will be listed as *student papers*. Direct Source Comparison is not available to students for student paper matches. Instructor users are able to send an e-mail request to the instructor who received the matching paper. If one instructor user profile controls the class containing both papers, that instructor user is able to see the paper in direct source comparison.

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Repository Sources

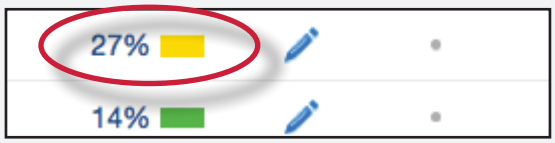
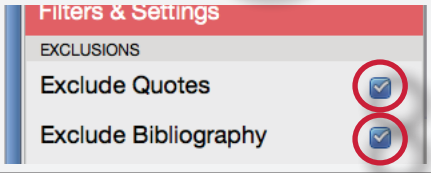
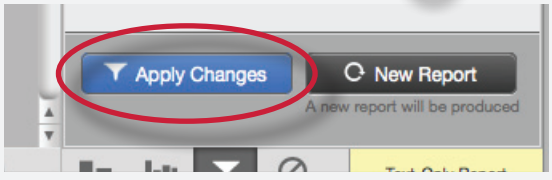
TurnitinUK utilises multiple types of repositories in the generation of the Originality Reports. There are currently four types of repositories:

- **current and archived internet** - billions of active and archived web pages from the internet. Internet sources indicate a date of download on the TurnitinUK Originality Report if the match is not found on the most recent download of content from this site
- **institution paper repository** - the institutions paper repository of student papers
- **periodicals** - a repository of frequently updated content from professional journals, periodicals, and publications
- **student paper repository** - a repository of papers previously submitted by TurnitinUK users

Excluding Quoted or Bibliographic Material

If quoted or bibliographic material is flagged as similar or matching, this information can be removed from the Originality Report. Permanent exclusion of bibliography or quoted material can only be handled by the instructor. Students are only able to remove quoted or bibliographic material for the duration of the current session of viewing the Originality Report.

Please note that the functions for excluding material are approximate and human judgement is the final arbiter for proper quotation or bibliographic reference. Cited material cannot be excluded directly, and quotations can only be excluded if block-indentation or direct quotation marks (“”) begin and end the quotation.

Excluding quoted or bibliographic Matches:	
1. Open an Originality Report	
2. Click on the *Filter and Settings* icon	
3. To exclude Quoted or Bibliographic material click the check box next to the *Exclude Quotes* and *Exclude Bibliography* exclusion options	
4. Click on the *Apply Changes* button at the bottom of the filter and settings sidebar to apply the changes	

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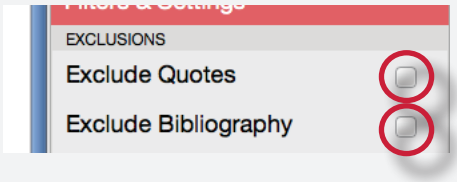
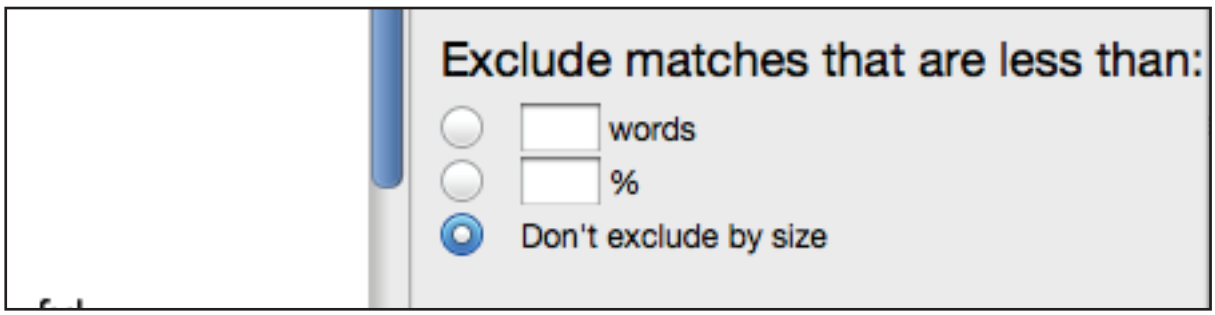
Excluding quoted or bibliographic Matches:	
5. Review the revised report. Quoted or bibliographic material can be re-included by deselecting the *Exclude Quotes* and *Exclude Bibliography* options within Filter and Settings and then clicking on *Apply Changes*	

Excluding Small Matches

Instructors have the ability to exclude small matches by either word count or by percentage. To exclude small matches within an Originality Report click on the *Filter and Settings icon* below the sidebar.

The sidebar will load with the exclusion options. Below the *Exclude matches that are less than:* option enter into either the *words* or *%* fields the numerical value for small matches that will be excluded from this Originality Report. To turn off excluding small matches click on the radio button next to *Don't exclude by size* and then click on the *Apply Changes* button. This feature can be adjusted at any time.



Refreshing Reports

Since new material is constantly entering TurnitinUK's repositories from ongoing internet crawls, new publication content, and submissions made to TurnitinUK, it is sometimes beneficial to generate a new Originality Report for a student submission at a later date to see if there are any new matching sources, or to ensure that it checks against later submissions made by other students or other classes.

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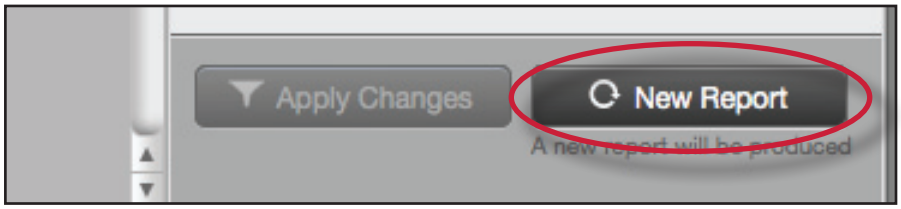
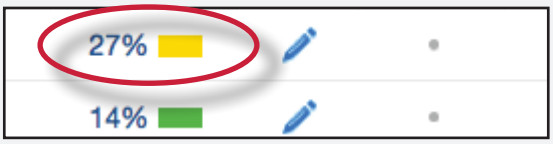
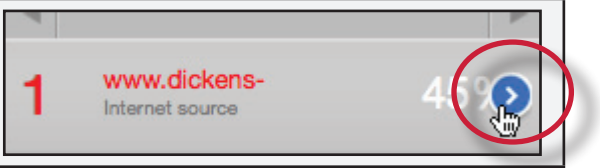
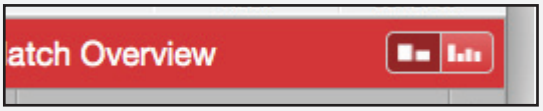
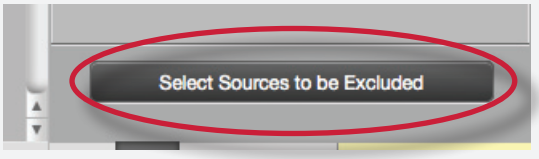
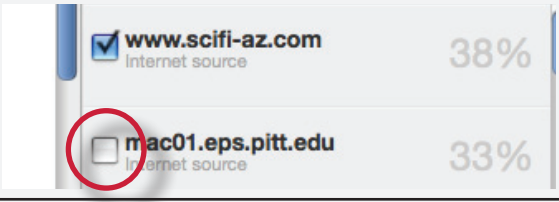
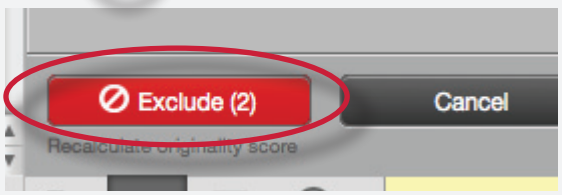
The option to refresh a report is available on the Originality Report once it has opened. The current report is deleted and a new report is generated. Please note that no report will be available until the new report has finished. If the user wishes, they can save or print a copy of the existing report before selecting the *New Report* option in the Filter and Settings sidebar to have a new Originality Report generated.



Excluding a Match

Any source or match source can be removed from the Originality Report through the Match Breakdown or All Sources viewing modes. This allows the instructor to remove a match from consideration, if the instructor determines the match is not needed. The similarity index will be recalculated and change the current percentage of the Originality Report if matches are excluded.

To exclude a match:	
1. Open an Originality Report	
2a. To exclude matches for a top match hover over the match you would like to view the underlying sources for and click on the arrow icon that appears.	
2. To exclude matches from the All Sources view click on the All sources icon at the top of the side bar	
3. Click on the *Select Sources to be Excluded* button at the bottom of the sources list to enter source exclusion mode	
4. Select the sources that you would like to remove by clicking in the check box next to each source	
5. Once all the sources are selected click on the *Exclude (#)* button located at the bottom of the sidebar to exclude the sources	

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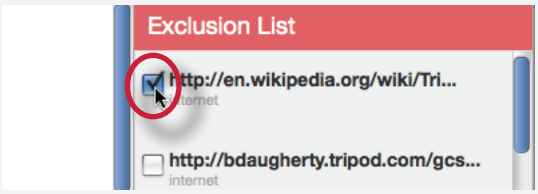
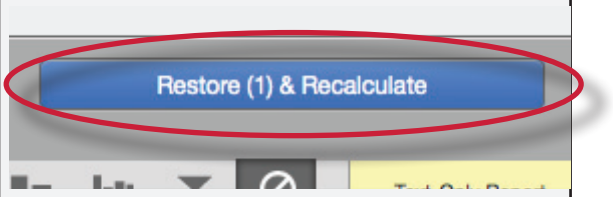
Exclusion List

The Exclusion List contains each source that was excluded from the Originality Report.

To access the exclusion list click on the Exclusion List icon at the bottom of the sidebar.

To include a match from the exclusion list:	
1. Within the Exclusion List a check box appears next to each excluded source. Click on the check box next to the source you would like to include back into the Originality Report	
2. Click on the *Restore the selected # sources and recalculate* button to include the source into the Originality Report	
3. If the included source affects the Similarity Index percentage the percentage will recalculate	

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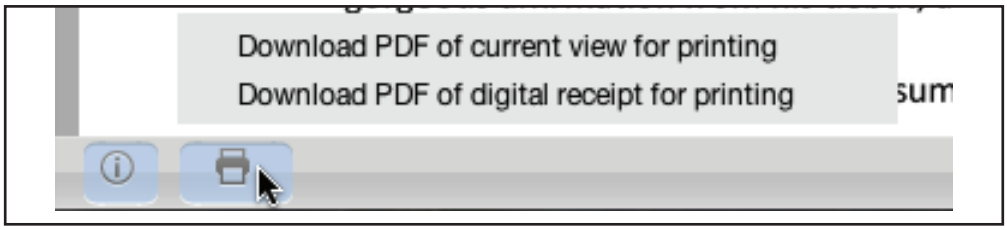
Downloading Reports and Digital Receipts

The Originality Report or digital receipt can be downloaded to the user's computer for later reference.

To print/download a report, click on the print icon at the bottom of the Originality Report. This will prepare a readable, PDF version of the Originality Report or digital receipt. When downloading a report, the downloaded version created is based on the current view of Originality Report. For example, clicking the download icon while using the default Match Overview will create a PDF of only the highest matches.



Once a PDF version of the report or digital receipt has been saved to your computer, you may then use your computer's default PDF viewing application to print the Originality Report/digital receipt. The downloaded version will no longer have any of the Direct Source Comparison capability and will not be able to show side by side comparisons. The view modes of a downloaded report are not available in the PDF document.

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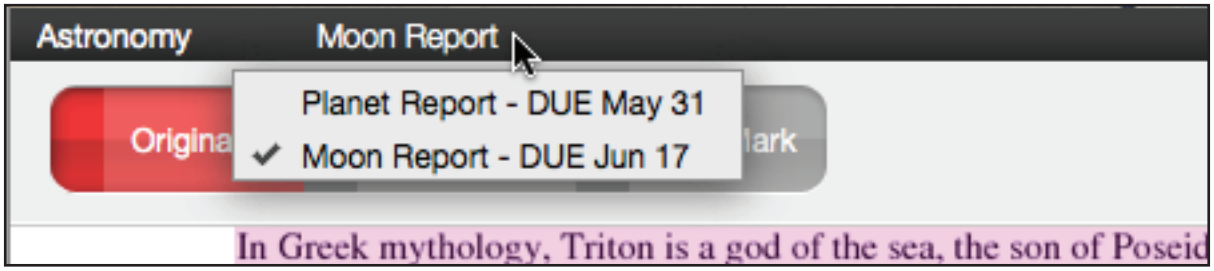
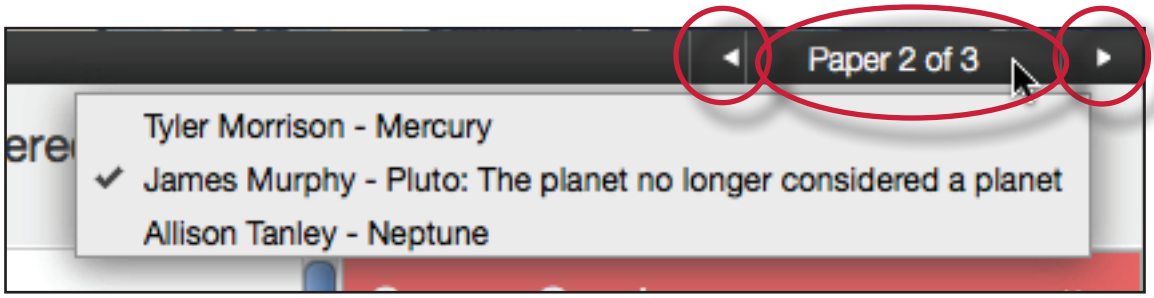
Navigation in the Document Viewer

The assignment drop down menu in the document viewer allows an instructor to navigate to a student's submission in another assignment. Simply click on the assignment drop down at the top left of the document viewer and select the assignment.


Astronomy
Moon Report
Planet Report - DUE May 31
Moon Report - DUE Jun 17
In Greek mythology, Triton is a god of the sea, the son of Poseid

Note: Only the assignments that have been submitted to by the student you are currently viewing a report for will be displayed in the assignment drop down.

To navigate to another student's paper within an assignment use either the previous and next paper navigation arrows or the *Paper # of #* drop down menu to select a specific student.



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What you will learn.
Our environment is th
world around us. We, as hu
both live in and form part
environment. We are affected
envir nt, but we also affe
actim t and changing
DICTIONARY

TurnitinUK Instructor User Manual

Chapter 3: PeerMark™

Updated May 30, 2012

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Introduction

PeerMark™ is the new peer review assignment tool. Instructors can create and manage PeerMark assignments that allow students to read, review, and evaluate one or many papers submitted by their classmates. With the advanced options in PeerMark instructors can choose whether the reviews are anonymous or attributed, decide if students should be excluded from reviews, or pair students to assign students specific papers to review.

Overview

The basic stages of the peer review process:

- Instructor creates a TurnitinUK paper assignment
- Instructor creates a PeerMark assignment and sets the number of papers students will be required to review, and creates free response and scale questions for students to respond to while reviewing papers
- Student papers are submitted to the TurnitinUK assignment
- On the PeerMark assignment start date, students begin writing peer reviews
- For each assigned paper students write reviews by responding to the free response and scale questions
- Once the PeerMark assignment due date passes no more reviews can be written, completed, or edited by the writer
- On the PeerMark assignment post date, reviews of the students' papers become available for the papers' authors to view

Distribution of Peer Reviews

PeerMark assignments may use or mix the following methods of distribution of the papers to be reviewed:

- Automatically by the TurnitinUK system
- Manually selected by the instructor for the student to review
- Self-selected by the student

For example: The instructor may assign students to review four total papers with the following paper selection combination: two papers automatically selected by TurnitinUK, one paper selected by the student to review and a self review.

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Creating a PeerMark Assignment

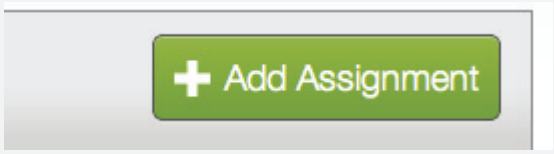
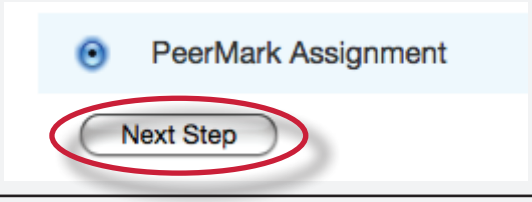
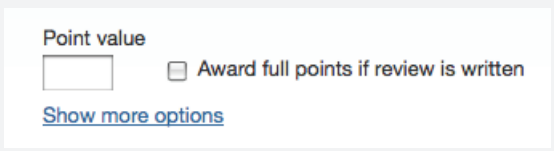
PeerMark assignments can only be created if a class has at least one paper assignment. A PeerMark assignment requires a paper or review assignment to be 'based on.' This allows the PeerMark assignment to have a pool of papers to use as the basis for the peer review.

The assignment the PeerMark assignment is based on should meet the following criteria:

- The due date of the base assignment comes before the start date and time of the PeerMark assignment
- If anonymity in the review is desired, student submissions should not contain the name of the author in the text or at the top of the paper

Step One - PeerMark Settings

To create a PeerMark assignment, click on the *New Assignment* button from within a course. Select PeerMark Assignment from the *Select your assignment type* page and then click on the Next Step button. Step 1, PeerMark Settings screen will load.

Creating a PeerMark Assignment Step 1	
1. Click on the *Add Assignment* button from within a class	
2. Select PeerMark Assignment and click on the *Next Step* button to begin creating a PeerMark Assignment	
3. Select the paper assignment the peer review is based on	
4. Select a Point value for the assignment. Select whether to award full points if review is written by placing a check mark in the *Award full points if review is written* option	

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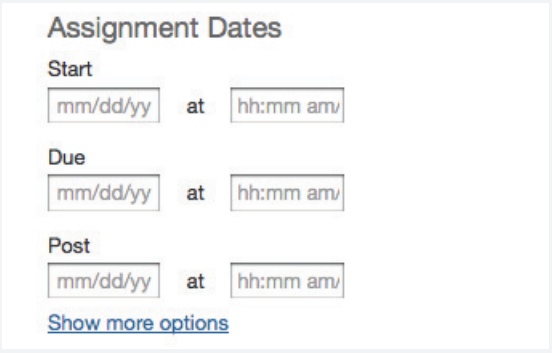
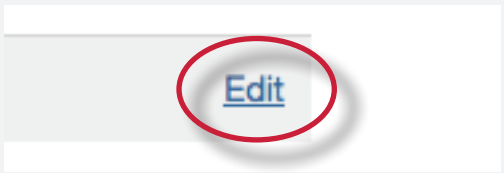
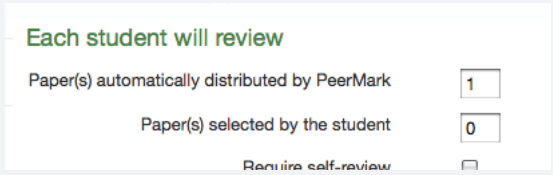
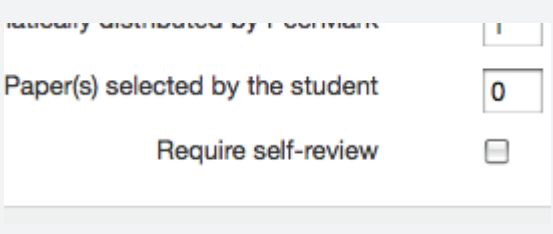
Creating a PeerMark Assignment Step 1	
5. Next, select the dates for the PeerMark Assignment. The dates the instructor must select are: the start date, the due date, and the post date. The start date is the date students can begin reading papers and writing reviews. The due date prevents students from writing reviews after this date. The post date is the date students will have access to reviews written by their classmates	
6. Click the Save & Continue button to continue PeerMark assignment creation	

Step Two - Distribution

In step 2 the instructor determines how many papers will be distributed to the students in the course.

Selecting the number of papers each student will review:	
1. Click on the *Edit* link to adjust the number of papers each student will have to review. The default is to have each student review 1 paper automatically distributed by PeerMark	
2. Place the number of *paper(s) automatically distributed by PeerMark* or *papers selected by the student* to review within the appropriate fields	
3. Select whether you would like the student to write a self-review by clicking in the *require self-review* check box. A self review uses the same free response and scale questions the student used to write reviews of their classmates' papers but the review is for their own paper	
4. Click on the *Save* button to save any changes or *Cancel* link to cancel any changes	

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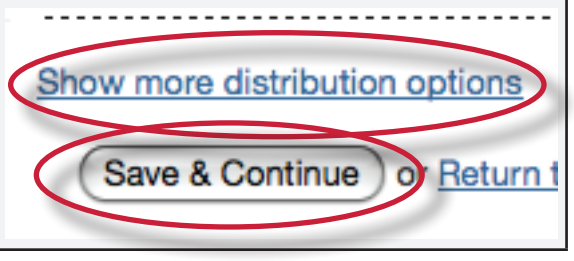
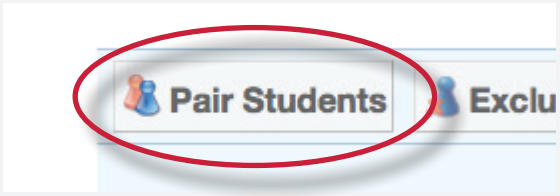
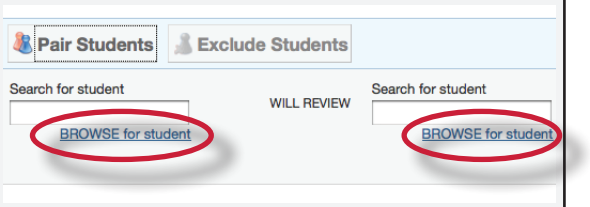
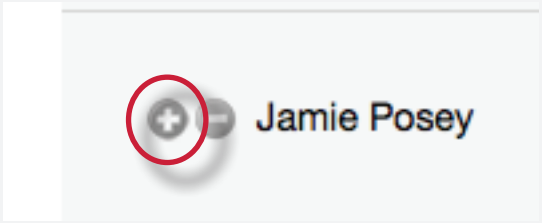
Selecting the number of papers each student will review:	
5. Click Save & Continue to move on to Step 3 of PeerMark assignment creation or to view the advanced distribution options click on the *Show more distribution options* link	

The advanced distribution options allow instructors to choose to exclude student papers from distribution or specify which student papers a student(s) will have to review. PeerMark will automatically distribute papers to students but an instructor may choose specific student pairings which will then add an exception to the PeerMark distribution which will adjust its logic according to the instructor's rules.

Pairing students for review:	
1. To assign a student(s) to review a specific student's paper, click on the *Pair Students* button	
2. Clicking the Pair Students button opens up the pairing field. Click on the *BROWSE for student* link to select a student you would like to be the reviewer. Then click on the *BROWSE for student* to the right of WILL REVIEW to select the student whose paper will be reviewed	
3. An instructor can select multiple students to be a reviewer of another student. Once one reviewer has been selected an instructor may click on the plus icon to the left of the first reviewer to open up another search box which the instructor can then use to select another student to be a reviewer	
4. Once the pairing of students is complete, click on the Save pair button to save this pairing	

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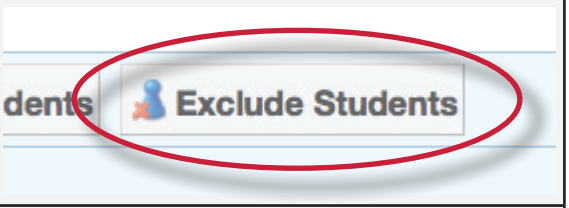
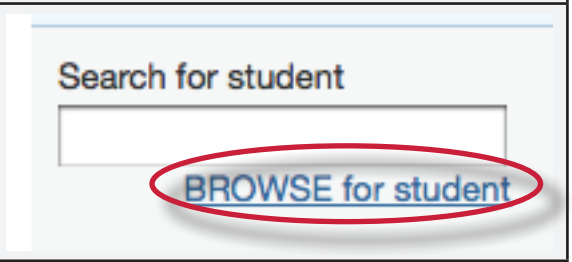
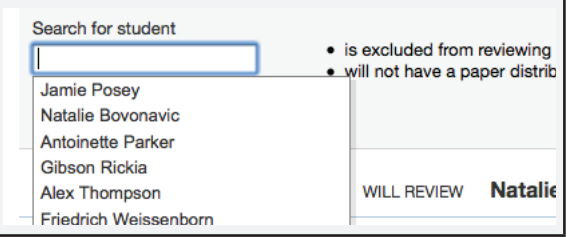
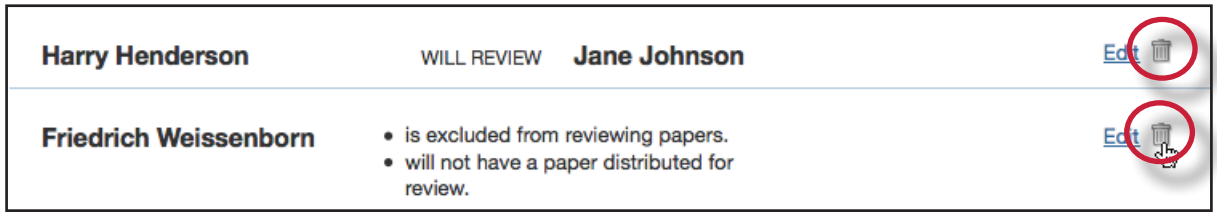
Students may also be excluded from review by clicking on the Exclude Students button. Students who are excluded from review will not be able to write or receive reviews.

Excluding students from review	
1. Instructors can exclude students from review by clicking on the Exclude Students button	
2. Click on the *BROWSE for student* link to select a student who will be excluded from review papers and will not have a paper distributed for review	
3. Select a student from the drop down list	
4. Once a student is selected, click on *Save exclusion* to exclude the student from the review	

Student pairs or exclusions can be edited or deleted up until a student has begun a review which will lock the assignment settings. To edit a Student Pair or exclusion click on the edit button to the right of the student pair or exclusion you would like to edit.

To delete a Student pair or exclusion click on the trash can icon to the right of the pair or exclusion you would like to delete.



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Step Three - Adding Questions to the Review

Step three allows an instructor to choose scale and free response questions for the PeerMark assignment.

A free response question example would be:

> *"What is the thesis of the paper?"*

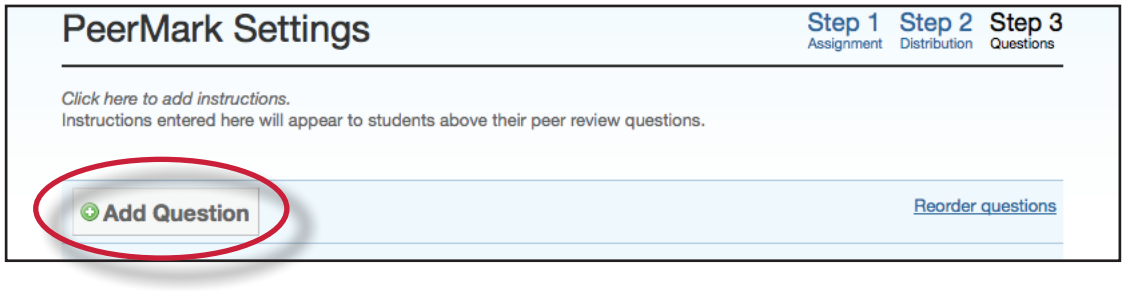
Free response questions allow an instructor to pose these questions for students to answer in their peer review and can include minimum length requirements.

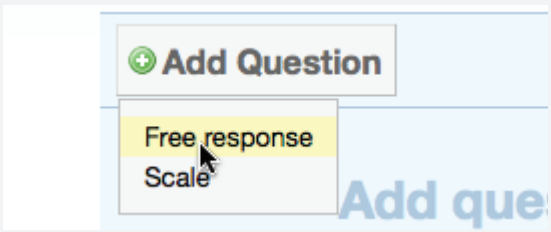
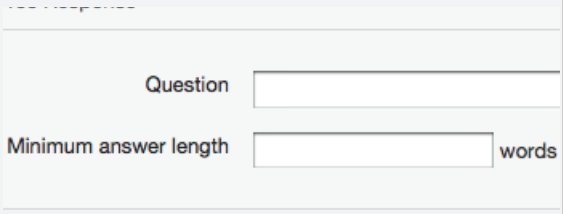
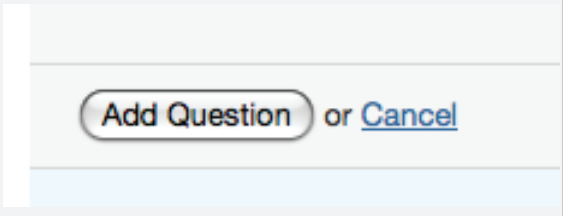
A scale question example would be

> *"How well does the introduction pull you in as a reader? Scale, Not very well to Really well"*

Scale questions allow students to rate the paper on instructor chosen areas of writing.

To add questions to a PeerMark assignment click on the *Add Question* button.


PeerMark Settings
Step 1 Assignment
Step 2 Distribution
Step 3 Questions
Click here to add instructions.
Instructions entered here will appear to students above their peer review questions.
Add Question
Reorder questions

Creating a free response question in PeerMark creation:	
1. Click on the *Add Question* button and select *Free response*	
2. Enter the question in the *Question* field and enter a value in the *Minimum answer length* field	
3. Once the question and minimum answer length have been entered, click on the *Add Question* button to add the free response question to the PeerMark assignment	

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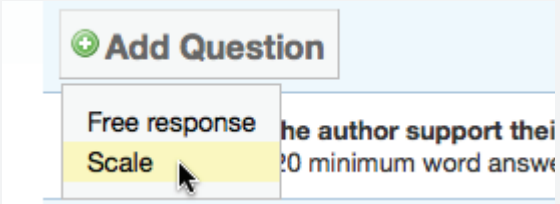
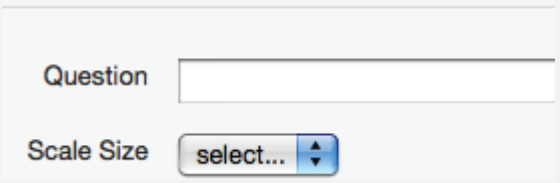
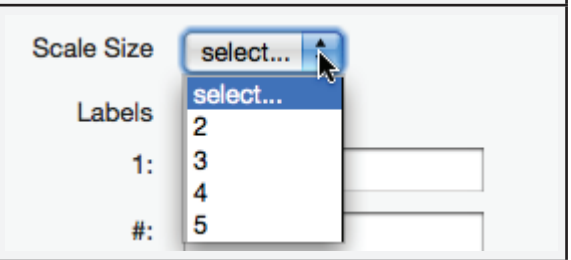
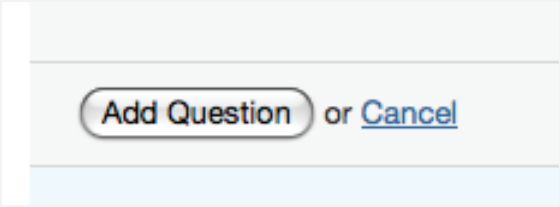
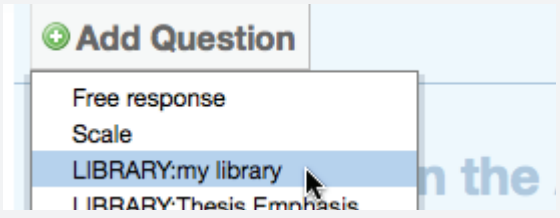
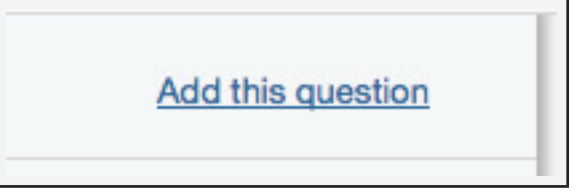
Creating a scale question in PeerMark creation:	
1. Click on the *Add Question* button and select *Scale*	
2. Enter the question in the *Question* field	
3. Select the scale size. The highest scale value is 5	
4. Enter in the labels for the scale in the appropriate fields. An example for labelling the scale question: "How well does the introduction set up the Thesis of the paper?" would be 1: Not very well to 5: Extremely well	
5. Click on the *Add Question* button to add the scale question to the PeerMark assignment	

Adding a question from a PeerMark library:	
1. Click on the *Add Question* button and select the library you would like to add a question from	
2. Click on the *Add this question* link to the right of each question you would like to add to your PeerMark assignment	

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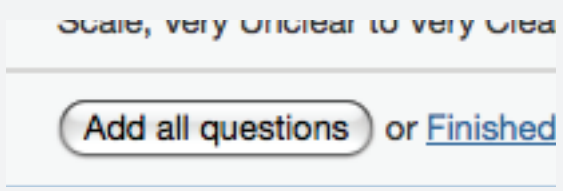
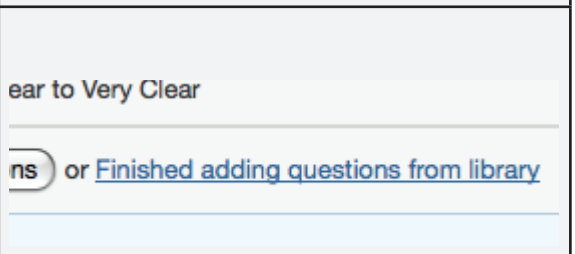
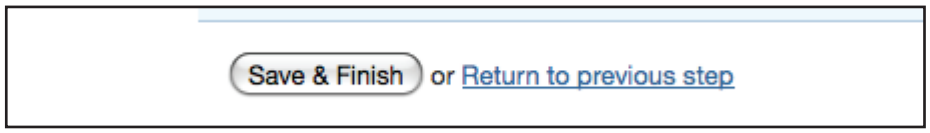
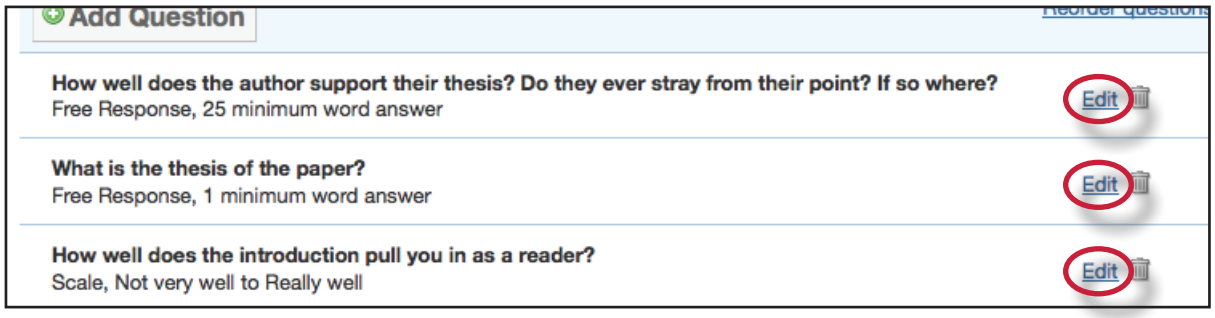
Adding a question from a PeerMark library:	
3. Click on the *Add all questions* button to add all the questions to the PeerMark assignment	
4. Click on the *Finished adding questions from library* link when you have added all the questions you want from this library	

Once the instructor has added all the questions they want to the PeerMark assignment click on the *Save & Finish* button to complete the PeerMark assignment creation.

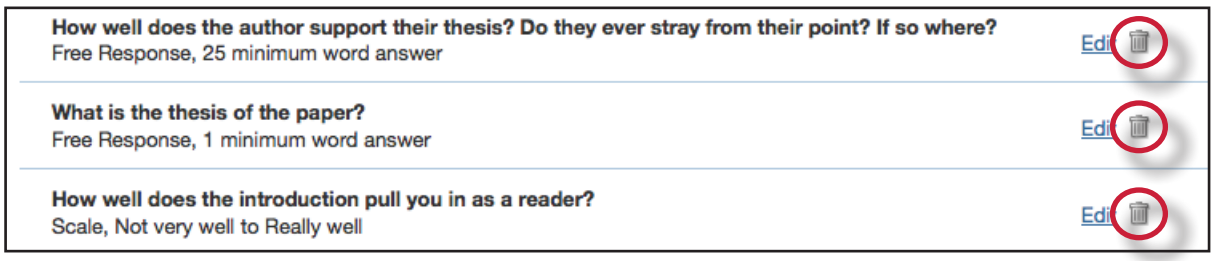


Editing or Deleting Questions

Free response and scale questions can be edited by clicking on the *Edit* link to the right of the question.


Add Question
How well does the author support their thesis? Do they ever stray from their point? If so where?
Free Response, 25 minimum word answer
Edit
What is the thesis of the paper?
Free Response, 1 minimum word answer
Edit
How well does the introduction pull you in as a reader?
Scale, Not very well to Really well
Edit

Free response and scale questions can be deleted by clicking on the trash can icon to the right of the question you wold like to delete.


How well does the author support their thesis? Do they ever stray from their point? If so where?
Free Response, 25 minimum word answer
What is the thesis of the paper?
Free Response, 1 minimum word answer
How well does the introduction pull you in as a reader?
Scale, Not very well to Really well

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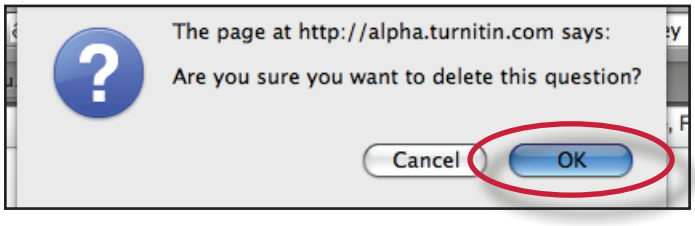
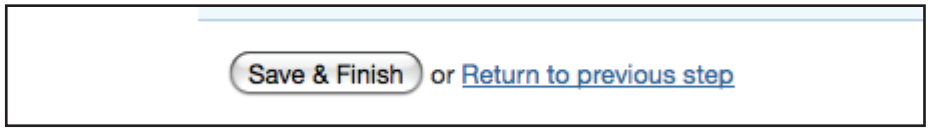
Clicking on the trash can icon will open a prompt asking "Are you sure you want to delete this question?" Click OK to delete the question.

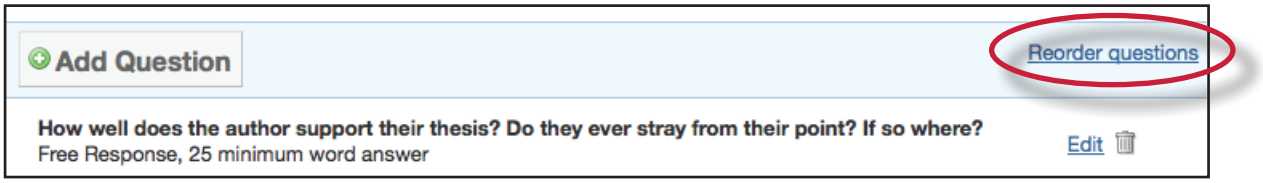


Once the instructor has edited or deleted the questions they want click on the *Save & Finish* button to save any changes.

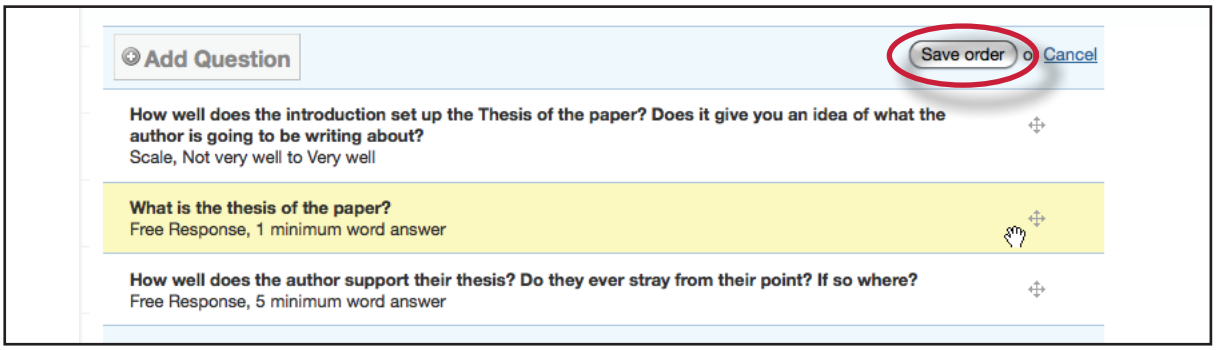


Reordering Questions

Within step 3 of PeerMark assignment creation an instructor may reorder how the questions appear for a student in their peer review. An instructor may wish to do this if they want their students to see the questions in a specific order. To reorder the questions click on the *Reorder questions* link.


Add Question
Reorder questions
How well does the author support their thesis? Do they ever stray from their point? If so where?
Free Response, 25 minimum word answer
Edit

Change the order of the questions by dragging them to where you would like them placed. Click on the *Save order* button to save the new order or click *Cancel* to cancel any changes.


Add Question
Save order
or Cancel
How well does the introduction set up the Thesis of the paper? Does it give you an idea of what the author is going to be writing about?
Scale, Not very well to Very well
What is the thesis of the paper?
Free Response, 1 minimum word answer
How well does the author support their thesis? Do they ever stray from their point? If so where?
Free Response, 5 minimum word answer

Warning: Once the start date of the PeerMark assignment has passed and a student has begun a peer review, the assignment settings for the PeerMark assignment will become locked and no further edits to the distribution or question options will be allowed.

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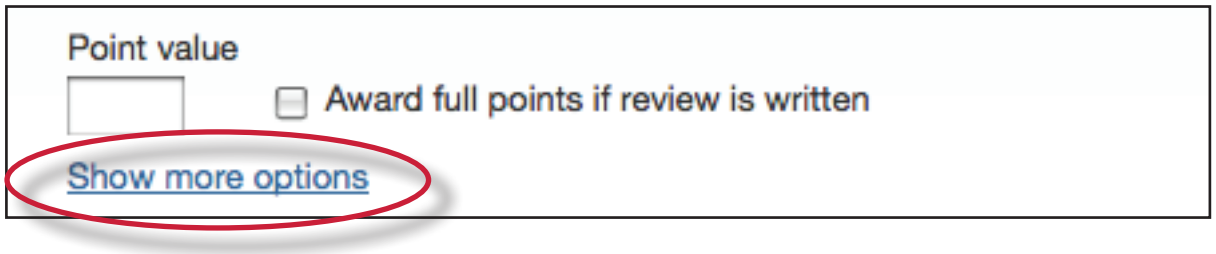
Advanced PeerMark Settings

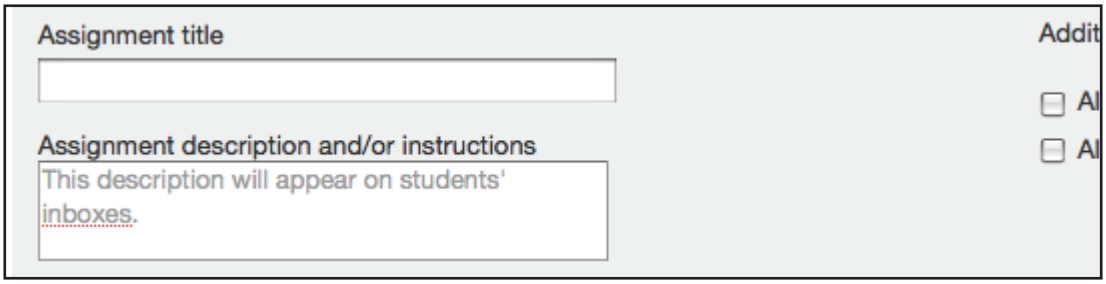
When creating a PeerMark assignment the instructor may select to view and change any of the advanced assignment options in Step 1 of PeerMark creation. The advanced assignment options are viewed by clicking on the *Show more options* links located below the point value field and below the assignment dates.



Clicking the *Show more options* link below the point value will reveal four additional options: the assignment title field, the assignment instructions field, the anonymity option, and the non-submitter participation option.

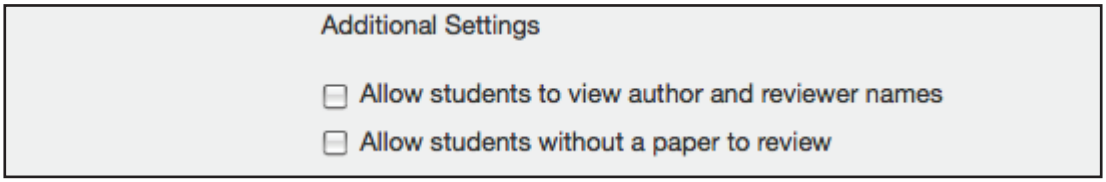
Assignment title and Assignment description and/or instructions

The PeerMark assignment title is the title that will appear for the PeerMark assignment when a student views the expanded view of the PeerMark assignment. The assignment instructions also appear to students in the expanded view of the PeerMark assignment and they are meant to allow instructors to give students basic guidelines for completing their reviews.



Anonymity and Non-submitter Participation Options

The author and reviewer anonymity option appears as, "Allow students to view author and reviewer names". When this option is selected, students will see the name of the author of the papers that are being reviewed and the names of the students who wrote the reviews for the papers. The non-submitter participation option appears as, "Allow students without a paper to review". When this option is selected, students who have not submitted papers to the paper assignment the PeerMark assignment is based on will be allowed to write reviews for other students' papers.



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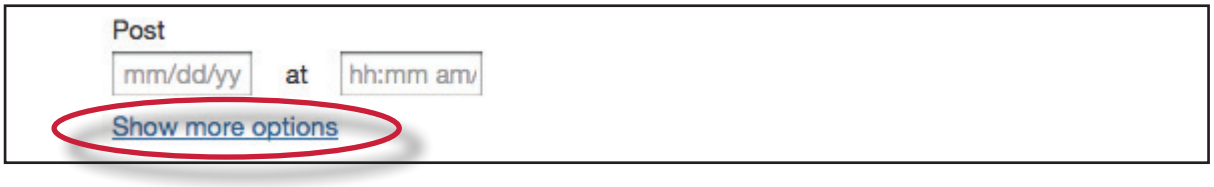
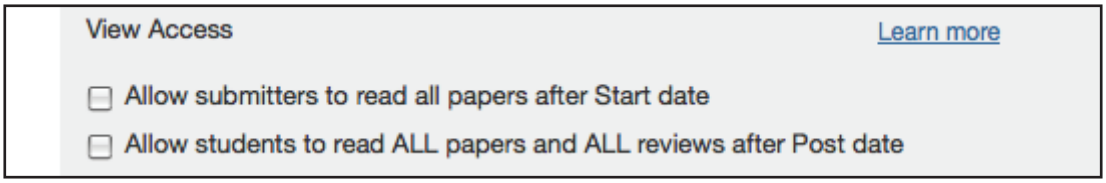
Click on the *Show more options* link below the assignment dates to view three additional options related to the assignment dates.



View Access Options

There are two options when creating a PeerMark assignment that provide the ability for students to read every student paper after the PeerMark start date, or the ability for students to read every student paper and reviews of the papers after the post date of the PeerMark assignment. The two options are: "Allow submitters to read all papers after Start date" and "Allow students to read ALL papers and ALL reviews after the Post date."


View Access
Learn more
Allow submitters to read all papers after Start date
Allow students to read ALL papers and ALL reviews after Post date

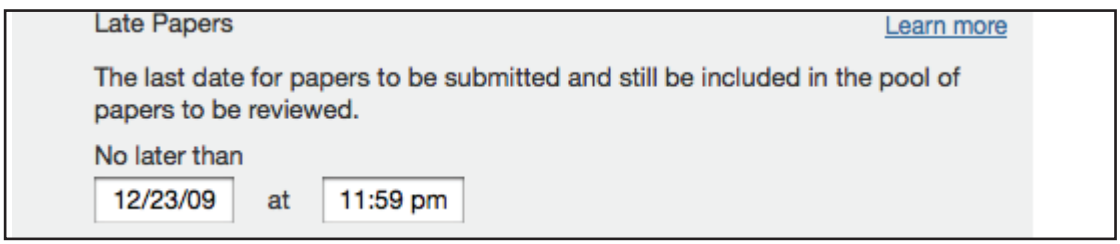
If "Allow submitters to read all papers after Start date" is selected students are able to read all the papers submitted to the base paper assignment by clicking on a link within PeerMark inbox labeled Read All Papers.

If "Allow students to read ALL papers and ALL reviews after the Post date" is selected, students will be able to read every paper submitted to the base paper assignment and read every review written for each paper after the PeerMark assignment post date.

Note: Unless the option: "Allow students to view author and reviewer names" is selected students will not see the names of the paper or review authors.

Late Papers

When creating a paper assignment it is possible to set the assignment to accept late papers. If the instructor has chosen to allow late papers in the paper assignment a PeerMark assignment is based on the "Late Papers" date option will appear. The "Late Papers" option allows the instructor to select the last date papers can be submitted to the base paper assignment and still be included in the pool of papers to be reviewed in the PeerMark assignment.


Late Papers
Learn more
The last date for papers to be submitted and still be included in the pool of papers to be reviewed.
No later than
12/23/09
at
11:59 pm

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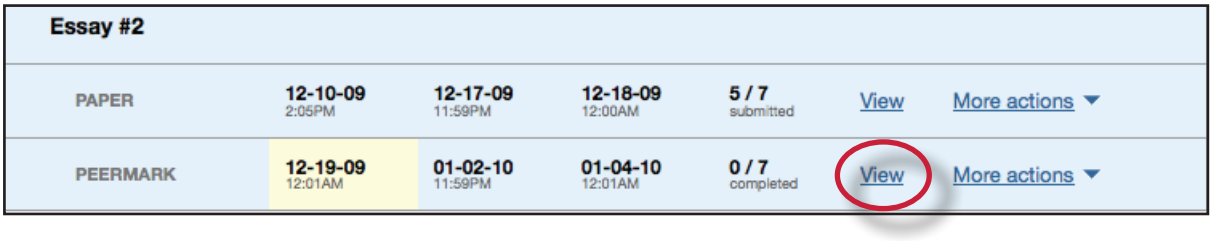
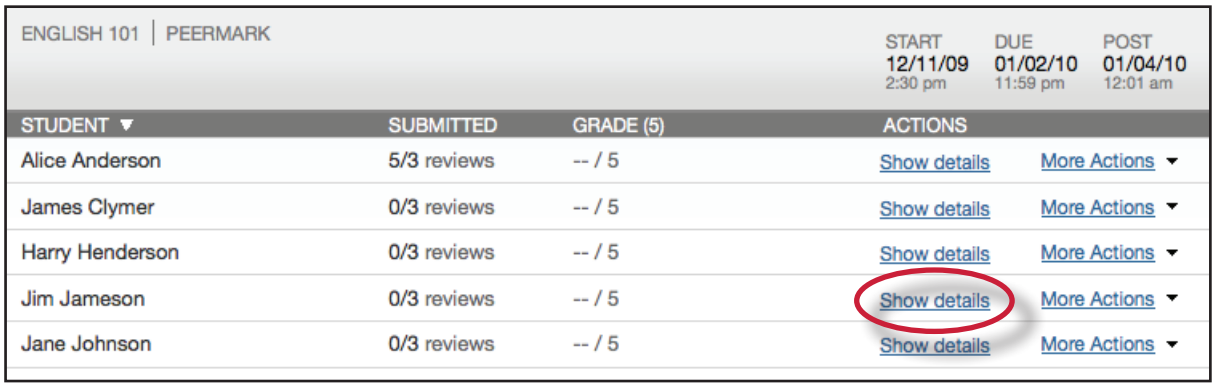
Viewing Student Reviews

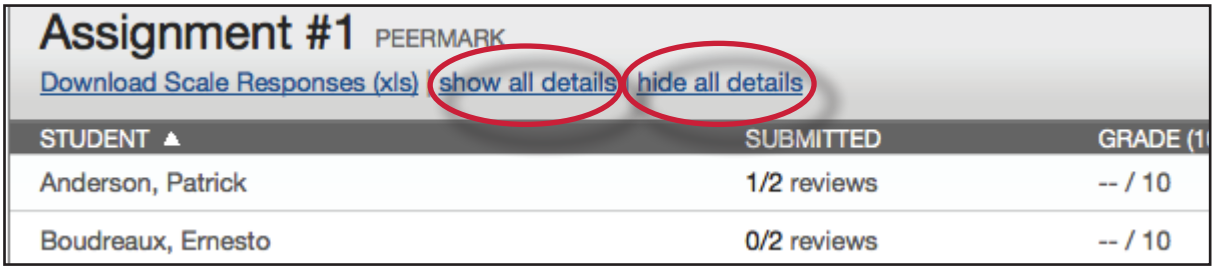
Once the start date of the PeerMark assignment has passed students may begin writing peer reviews. The system will automatically distribute the value of papers entered into the *paper(s) automatically distributed by PeerMark* field within the PeerMark assignment creation. To view which papers students have reviewed or are currently reviewing click on the *View* link next to the PeerMark assignment.



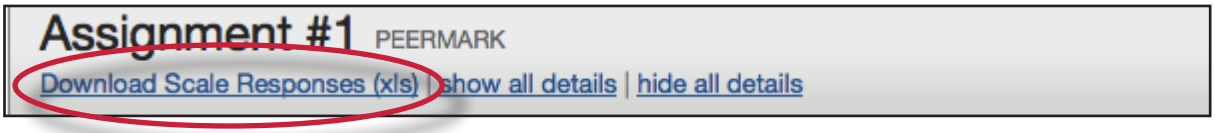
The PeerMark inbox will open displaying all the student names, how many reviews out of the total number of reviews assigned to the students have been completed. Instructors can then view an individual student's reviews by clicking on the *Show details* link to the right of the students name.


ENGLISH 101 | PEERMARK
START 12/11/09 2:30 pm
DUE 01/02/10 11:59 pm
POST 01/04/10 12:01 am
STUDENT
SUBMITTED
GRADE (5)
ACTIONS
Alice Anderson 5/3 reviews -- / 5 Show details More Actions
James Clymer 0/3 reviews -- / 5 Show details More Actions
Harry Henderson 0/3 reviews -- / 5 Show details More Actions
Jim Jameson 0/3 reviews -- / 5 Show details More Actions
Jane Johnson 0/3 reviews -- / 5 Show details More Actions

Instructors can click on the *show all details* link to expand each student's review details. To collapse all the review details click on the *hide all details* link.


Assignment #1 PEERMARK
Download Scale Responses (xls) | show all details | hide all details
STUDENT
SUBMITTED
GRADE (1
Anderson, Patrick 1/2 reviews -- / 10
Boudreaux, Ernesto 0/2 reviews -- / 10

An excel file containing the scale responses for each review and scale response averages for a paper or reviewer is available for download for the PeerMark assignment. Click on the *Download Scale Responses (xls)* link to begin the file download.



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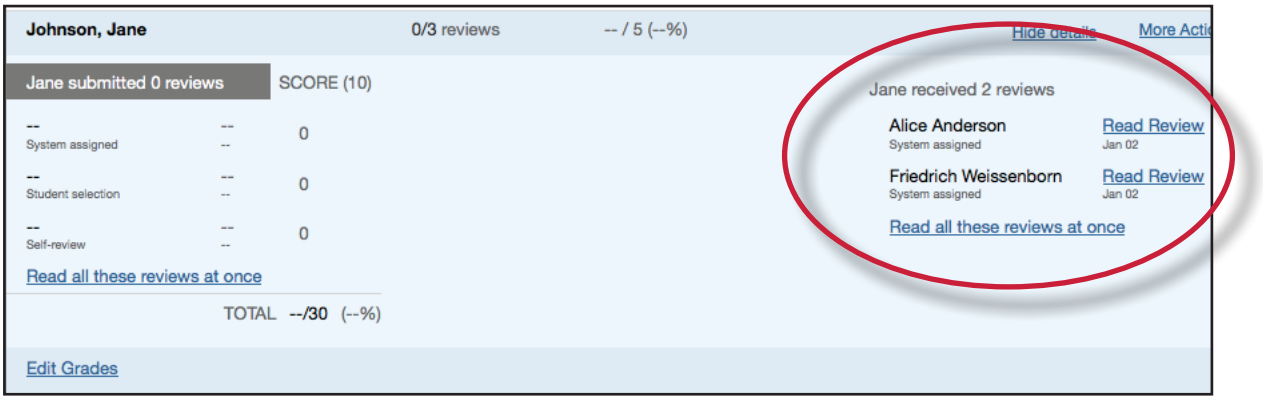
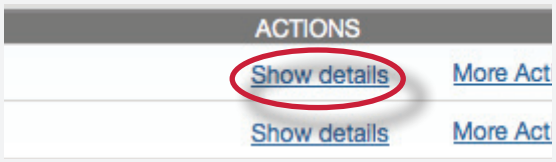
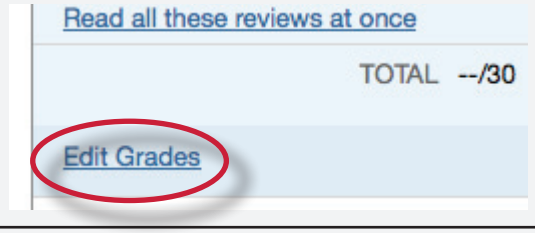
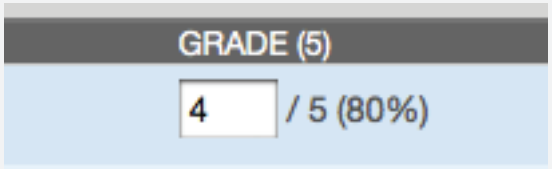
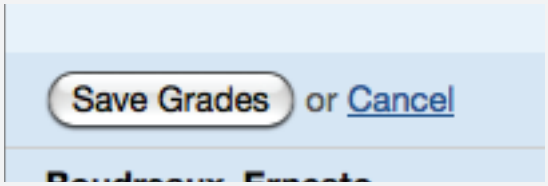
Within the more details of a single student the instructor can view the progress of the student's reviews or read the student's completed reviews. All the reviews written for this student are visible to the right of the student's reviews.


Johnson, Jane
0/3 reviews
-- / 5 (--%)
Hide details
More Acti
Jane submitted 0 reviews
SCORE (10)
-- System assigned -- 0
-- Student selection -- 0
-- Self-review -- 0
Read all these reviews at once
TOTAL --/30 (--%)
Edit Grades
Jane received 2 reviews
Alice Anderson System assigned Read Review Jan 02
Friedrich Weissenborn System assigned Read Review Jan 02
Read all these reviews at once

Grades for the PeerMark assignment can be edited from with the PeerMark inbox.

Editing review grades within the PeerMark inbox:	
1. Once the due date for the PeerMark assignment has passed instructors can edit student grades for the PeerMark assignment in the inbox by first clicking on the *show details* link to the right of a student's name	
2. Click on the *Edit Grades* link located below the written review links	
3. Enter the new grade in the *Grade* field	
4. Click *Save Grades* to save your changes	

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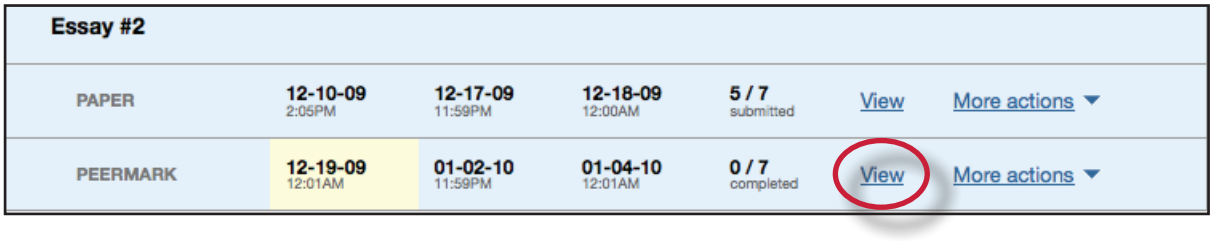
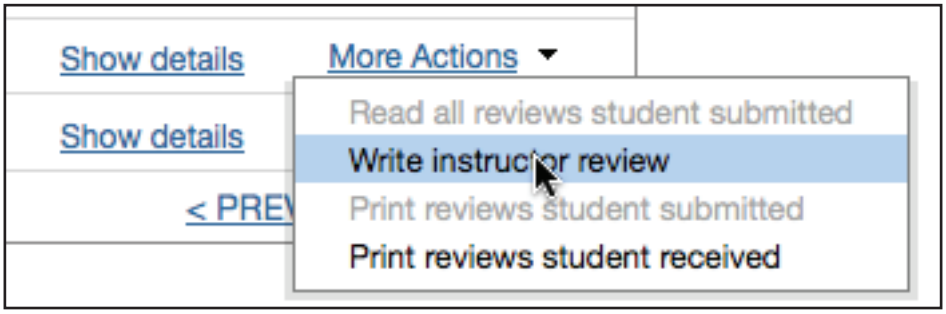
Writing a Review of a Student Paper

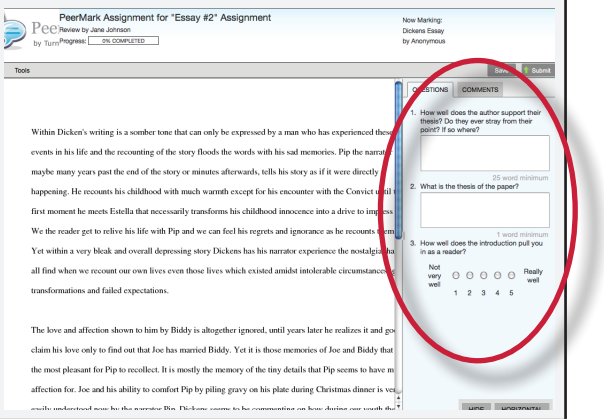
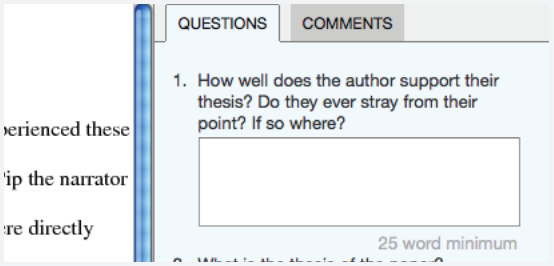
The instructor is able to write a review to supplement those that students will receive from their peers. The instructor is provided with the same free response and scale question structure as the students.

An instructor can begin writing a review of a student submission from within the PeerMark inbox by clicking on the *View* link next to the PeerMark assignment.



Within the PeerMark inbox click on the *More actions* drop down menu and select *Write instructor review* next to the student's name whose paper you would like to review.



Writing a review for a selected paper:	
1. All the free response and scale questions that need to be completed for the peer review are located on the right side of the PeerMark screen	
2. To answer a free response question, click in the text box below the question and type in your response. The word minimum for the response is listed below the text box	

QUESTIONS
COMMENTS
1. How well does the author support their thesis? Do they ever stray from their point? If so where?
25 word minimum

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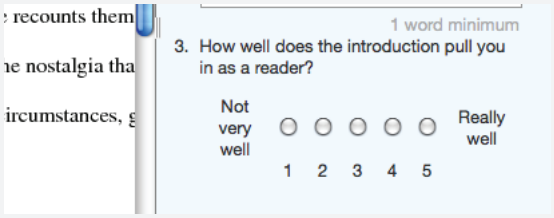
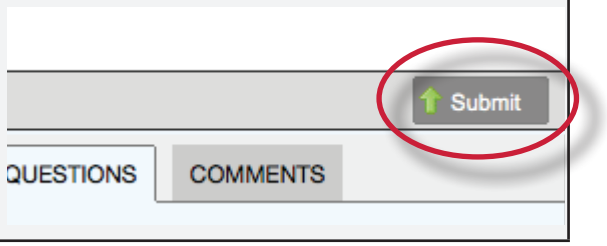
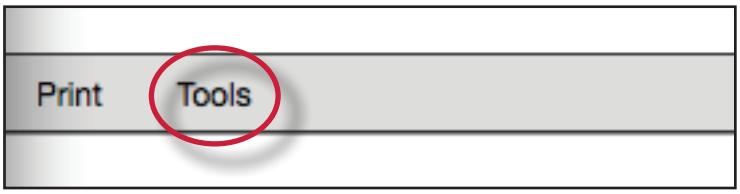
Writing a review for a selected paper:	
3. To answer scale questions, click the radio button above the number for the rating you are giving this writer for the question	
4. Answer all remaining free response and scale questions. Once the questions are completed, click on the *Submit* button at the top of the PeerMark page to submit your review	

Adding Comments to a PeerMark Paper

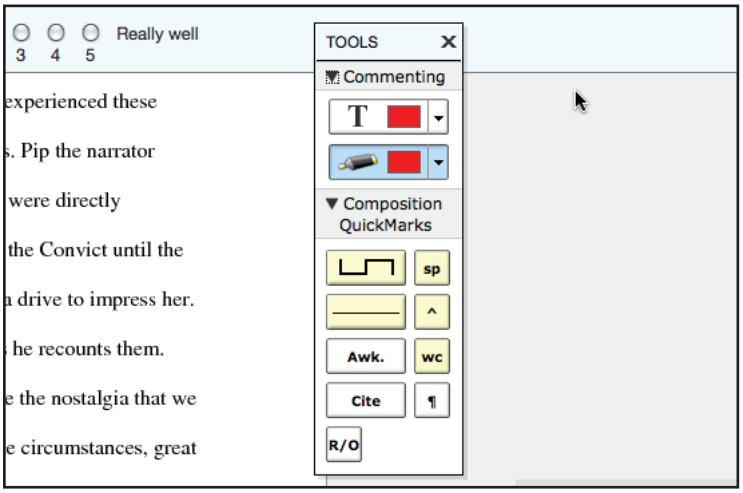
PeerMark allow users to comment directly on a paper within a review.

PeerMark Tools Palette

The PeerMark Tools palette contains all the commenting functions available to a user. To access the Tools palette click on *Tools* on the PeerMark toolbar.



The Tools palette contains two commenting tools and several composition marks that instructors can use in reviewing and editing their students' papers.



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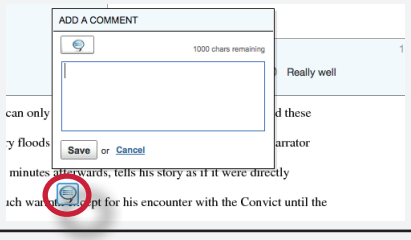
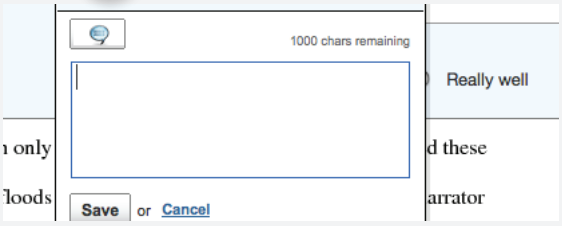
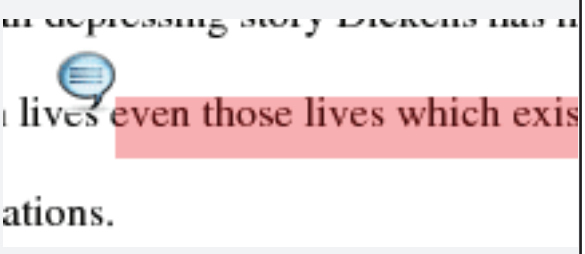
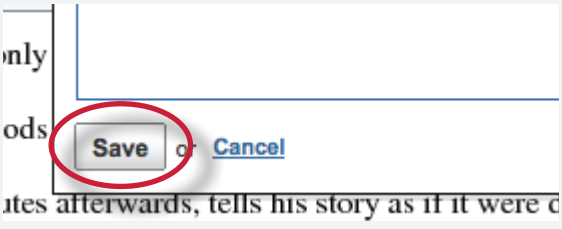
Commenting Tools

Within PeerMark an instructor may comment on the paper they are reviewing. A comment is equivalent to the notes that an instructor may write in the margins of a paper.

A comment might be:

> *"Your thesis is unfocused. Consider refining your thesis in subsequent versions of this paper."*

A comment may be up to one thousand characters in length.

Adding a comment to a paper:	
1. Within PeerMark, to add a comment to a paper click on the paper where you would like to comment. A comment icon and comment bubble will appear	
2. Enter text into the text field of the comment bubble	
3. (Optional) If the comment references a specific area of the paper, you can click and drag on the paper while the comment bubble is open to create a highlight over text. The colour of the highlight can be selected before clicking and dragging. Multiple highlights can be created for each mark if there are multiple areas to reference. Highlights may be overlapping	
4. Click the *Save* button to save the comment	

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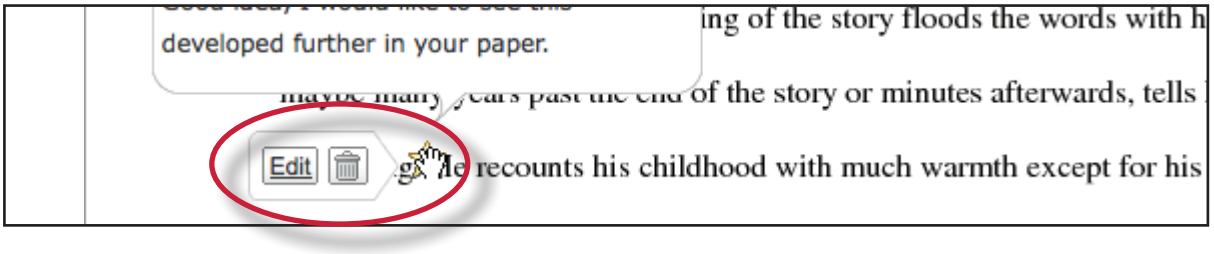
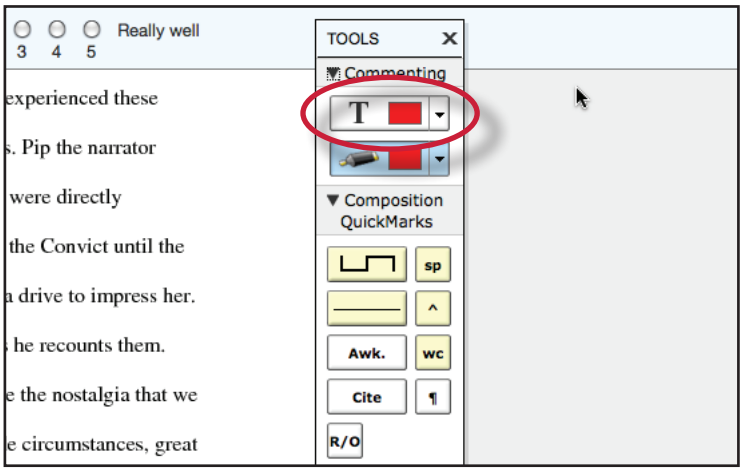
The comment can be edited at any time by clicking on the mark symbol for the comment. The *Edit* and trash icons will appear, click on the edit icon or double click the mark to open up the comment box. Edit the comment and click *Save* to save any changes made to the comment. To move a comment, click and hold on the mark symbol and drag the icon to a new location. To delete a comment click on the trash icon.

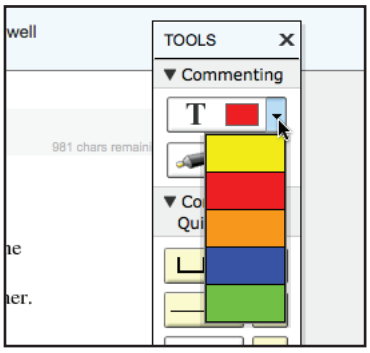


Inline Comments

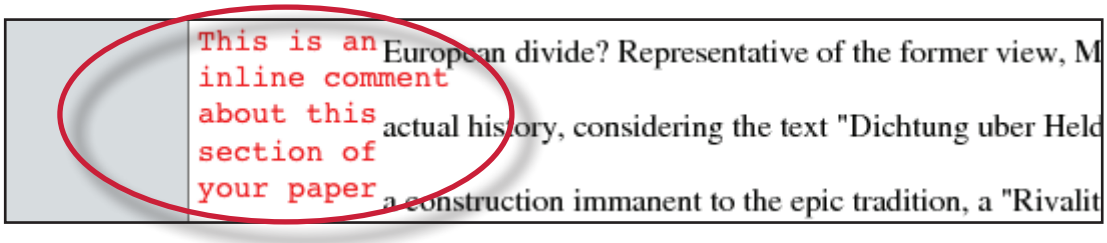
Inline comments allow an instructor to add comments directly on the paper. The inline comment appears as type overlaid on the paper. The instructor may select a colour from the drop down menu for the inline comment.

To add an inline comment, select the type tool from the Tools palette. Select a colour from the colour pull down by clicking on the drop down menu for the type tool.





The user can click on the paper where the comment should begin. The inline comment will show up as a light gray highlight over which typing may be done. When finished, click elsewhere on the paper or select the highlighter tool from the Tools palette. The inline comment will appear as typing directly over the paper.


This is an inline comment about this section of your paper
European divide? Representative of the former view, M
actual history, considering the text "Dichtung uber Held
a construction immanent to the epic tradition, a "Rivalit

An inline comment can be deleted by moving the cursor over the comment and then clicking on the gray trash can icon that appears to the left of the comment. Deleted comments cannot be recovered.

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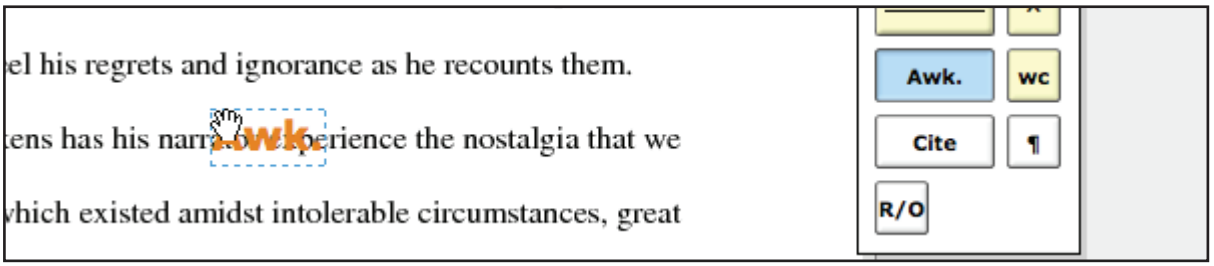
The inline comment can be moved by clicking and dragging the comment to a new location on the page. Releasing the mouse will affix the inline comment to the page in the new location.

Composition Marks

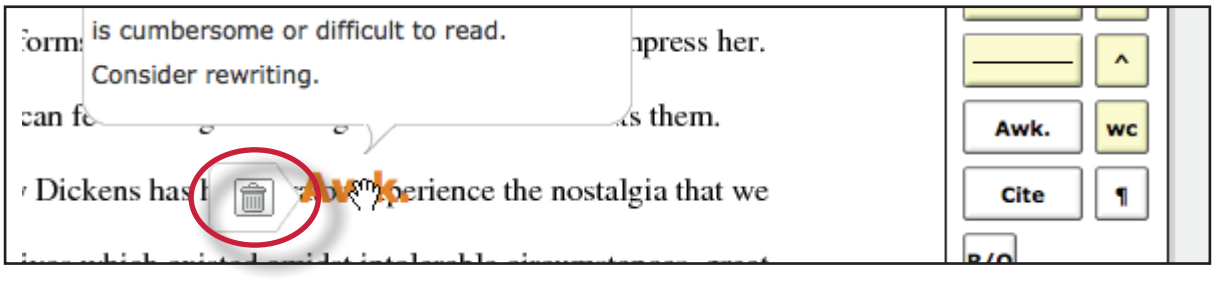
Composition Marks are standard editing marks that instructors can utilise when editing and reviewing their peers' papers. To add a composition mark to a paper click on the mark you want to add in the tools palette and drag the mark to the desired location on the paper.



Tip: Composition mark symbols with yellow backgrounds on the palette are dynamic. These marks require further modification when added to a paper.

Some of these marks are resizable using handles at the corners of the mark. Others allow for text to be added in a text field. This allows further customizing of these editing marks.

To move a composition mark click on the mark and drag it to the new position on the paper and release the click. To delete a mark place the cursor over the mark, the trash icon will appear. Click on the trash icon to delete the mark.



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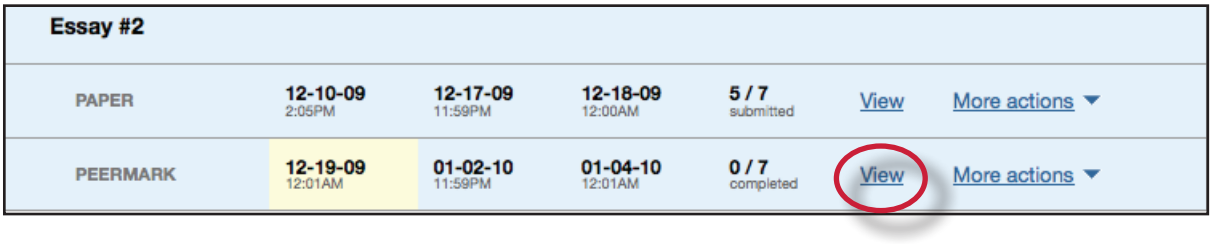
Reading Peer Reviews

Student reviews that have been completed can be accessed from three locations:

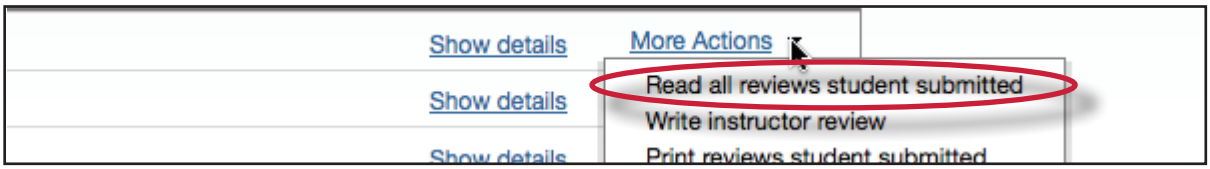
- The *inbox* for the PeerMark assignment can be reached from the class homepage by clicking on the *View* link to the right of the PeerMark assignment
- The student portfolio page, which shows any submissions made by the student including peer reviews. This can be accessed by clicking on the student name from the *students* tab

Reading Reviews from the Assignment Inbox

To read the reviews of student papers the instructor can click on the *View* link to the right of the name of the PeerMark assignment from the class homepage.

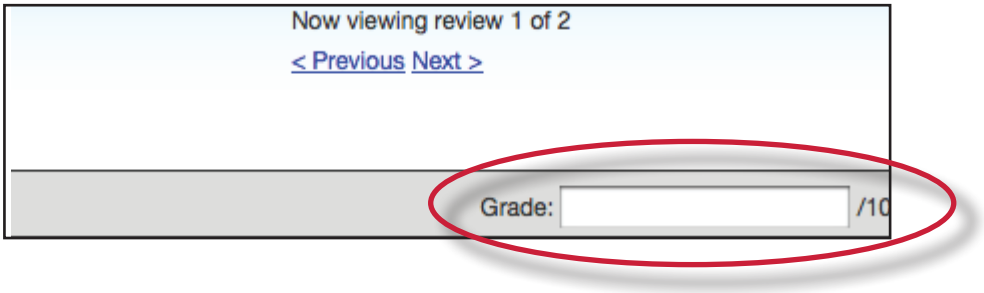


To read a student's reviews, click on the *More actions* link and select *Read all reviews student submitted* to the right of the student's name.



Grading Reviews

Instructors may grade the reviews written by the students. If the option award full points for written review is not selected in PeerMark assignment creation, instructors can provide a grade within PeerMark. Once a student's reviews are opened place the value in the Grade field you would like to give this student for their review. The instructor may wish to use the *Previous* and *Next* arrows to scroll quickly through each review written for this paper.



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If the instructor has selected the option to *Award full points if review is written* within the PeerMark assignment settings then every completed review by a student will be awarded 10 points. A completed review is when all the questions an instructor has added to the review have been answered. Once the due date has passed for the PeerMark assignment the student's total grade for the assignment will be available for the instructor to view.

The total score for all reviews for a reviewer will be normalised to the point value that was selected for the PeerMark assignment during assignment creation. This is true whether the *Award full points if review is written option* is selected or not.

Example 1 - If Award full points if review is written has NOT been selected

There are a total of three reviews in the review set for the PeerMark assignment and the point value is 100.

Review 1 -- The instructor gives the review a 9

Review 2 -- The instructor gives the review a 7

Review 3 -- The reviewer did not start the review

The total score for all the reviews would be 16 (9+7+0=16) out of the total possible points of 30 (3*10=30). 16 out of 30 = 0.533. Normalizing the 0.533 to the PeerMark point value of 100 would be: 0.533 * 100 = 53.3, rounded to 53.

Example 2 - If Award full points if review is written HAS been selected

There are five questions to be answered in the review and there are a total of 4 reviews in the review set for the PeerMark assignment. The point value for the PeerMark assignment is 100.

Review 1 -- The reviewer entered content for all five questions, but one is considered "unanswered" because it does not meet the minimum length requirement. The score for this review is 0.

Review 2 -- The reviewer answered all five questions. The score for this review is 10.

Review 3 -- The reviewer did not start the review. The score for this review is 0.

Review 4 -- The reviewer started the review but neglected to answer any questions. The score for this review is 0.

The total score for all the reviews would be 10 (0+10+0+0=10) out of the total possible points of 40 (4*10=40). 10 out of 40 = 0.25. Normalizing the 0.25 to the PeerMark point value of 100 would be: 0.25 * 100 = 25.

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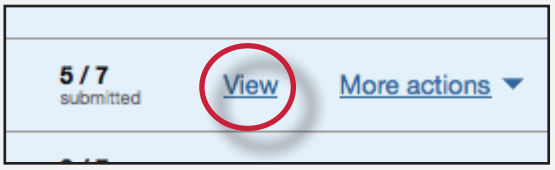
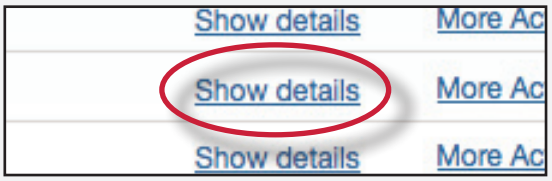
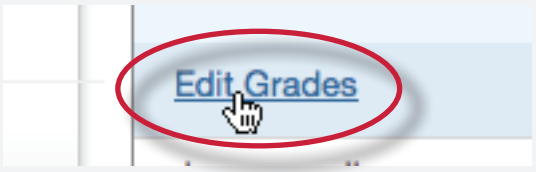
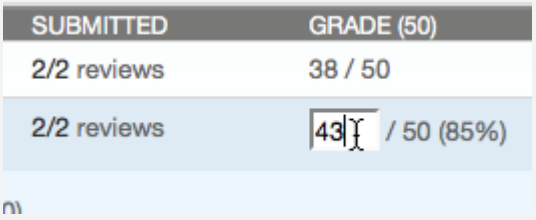
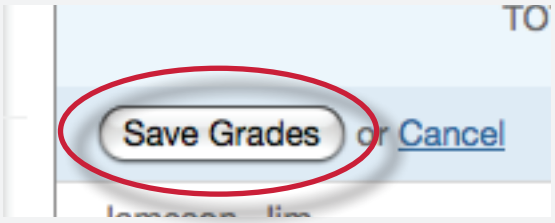
The instructor may edit the grades given to student reviews or to the student's total score for the assignment once the due date has passed for the assignment. Once the post date of the assignment has passed students will be able to view the grades for their reviews and the total score awarded to them for the assignment.

Editing review grades and overall grade in PeerMark:	
1. Click on the *View* link to the right of the PeerMark assignment	
2. Click on the *Show details* link next to the student whose grades you would like to edit	
3. Click on the *Edit Grades* link	
4. To adjust the scores for the student's reviews click on the previous score in the text box and enter the new score	
5. To adjust the student's overall grade for the PeerMark assignment click within the text box of the current score and enter the new grade for the student	
6. Click on the *Save Grades* button to save any changes that have been made to the student's grades	

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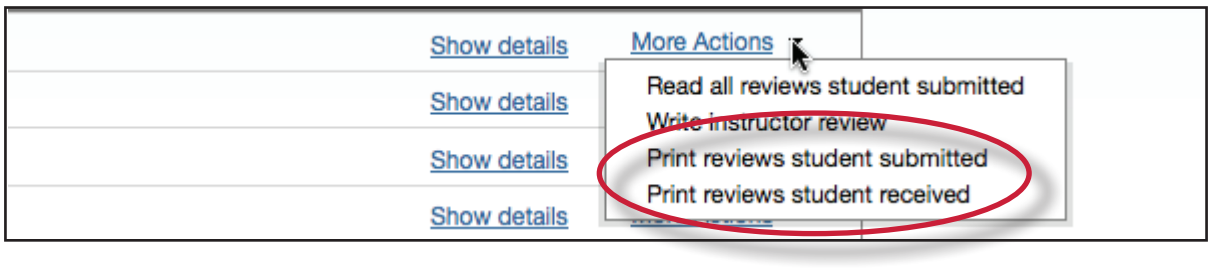
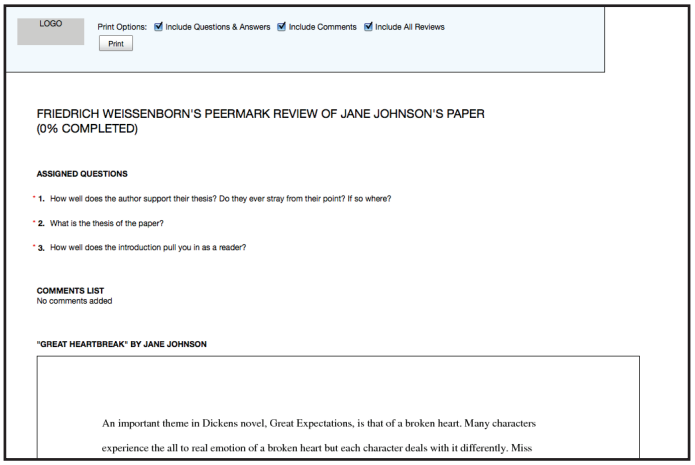
Printing Student Reviews

Instructors have two printing options for each student: to print reviews the student submitted or to print reviews the student received. To print student reviews click on the *More actions* link next to the student whose reviews you would like to print and select either *Print reviews student submitted* or *Print reviews student received*.

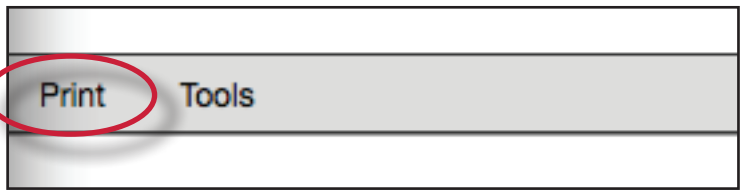


The PeerMark print view will open and will automatically include each students review along with the questions & answers and comments for their review.


LOGO
Print Options: Include Questions & Answers Include Comments Include All Reviews
Print
FRIEDRICH WEISSENBORN'S PEERMARK REVIEW OF JANE JOHNSON'S PAPER
(0% COMPLETED)
ASSIGNED QUESTIONS
1. How well does the author support their thesis? Do they ever stray from their point? If so where?
2. What is the thesis of the paper?
3. How well does the introduction pull you in as a reader?
COMMENTS LIST
No comments added
"GREAT HEARTBREAK" BY JANE JOHNSON
An important theme in Dickens novel, Great Expectations, is that of a broken heart. Many characters
experience the all to real emotion of a broken heart but each character deals with it differently. Miss

Instructors may adjust the printing options by selecting or deselecting the check boxes next to the three print options: Include Questions & Answers, Include Comments, and Include All Reviews. Click on the *Print* button to print the review(s).

Reviews may also be printed by clicking on the *Print* link when viewing a student's review within Peer-Mark.



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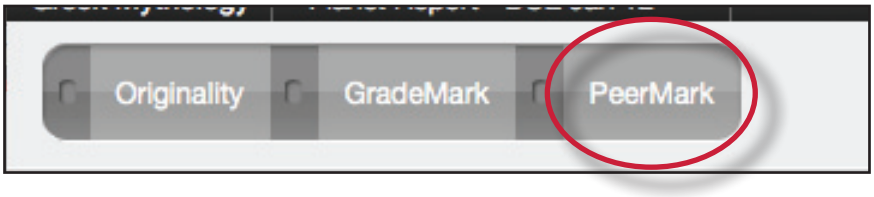
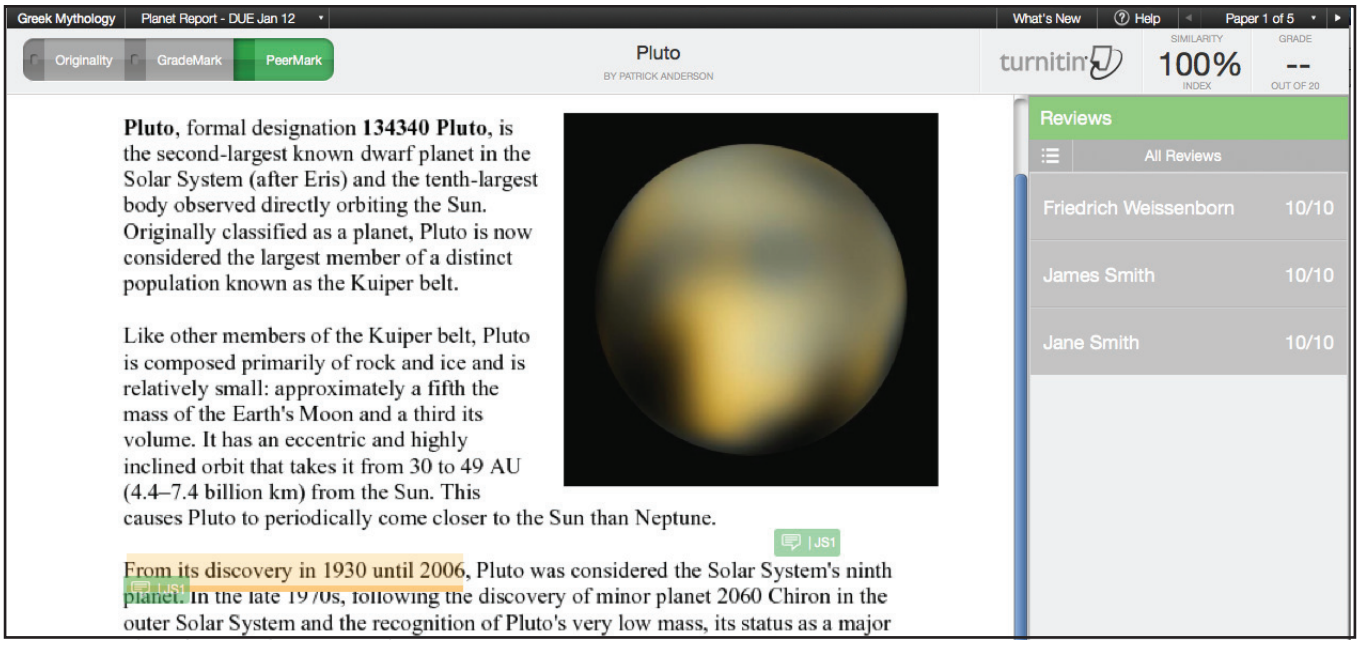
PeerMark in the Document Viewer

Instructors may view a paper's peer reviews within the document viewer once a reviewer submits a PeerMark review. To view a paper in the document viewer click on the paper's title within the assignment inbox for the paper assignment the peer review is based on.

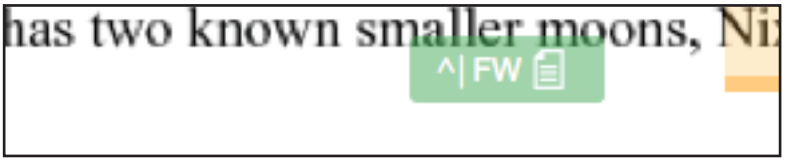
Once the document viewer loads click on the PeerMark tab.



When the PeerMark service is active the sidebar will display a list of all the students who have reviewed the paper.


Greek Mythology
Planet Report - DUE Jan 12
What's New
Help
Paper 1 of 5
Originality
GradeMark
PeerMark
Pluto
BY PATRICK ANDERSON
turnitin
SIMILARITY
100%
INDEX
GRADE
--
OUT OF 20
Pluto, formal designation 134340 Pluto, is the second-largest known dwarf planet in the Solar System (after Eris) and the tenth-largest body observed directly orbiting the Sun. Originally classified as a planet, Pluto is now considered the largest member of a distinct population known as the Kuiper belt.
Like other members of the Kuiper belt, Pluto is composed primarily of rock and ice and is relatively small: approximately a fifth the mass of the Earth's Moon and a third its volume. It has an eccentric and highly inclined orbit that takes it from 30 to 49 AU (4.4–7.4 billion km) from the Sun. This causes Pluto to periodically come closer to the Sun than Neptune.
From its discovery in 1930 until 2006, Pluto was considered the Solar System's ninth planet. In the late 1970s, following the discovery of minor planet 2060 Chiron in the outer Solar System and the recognition of Pluto's very low mass, its status as a major
Reviews
All Reviews
Friedrich Weissenborn 10/10
James Smith 10/10
Jane Smith 10/10

All reviewer comments appear on the paper. Each mark made to the paper will be identifiable by the reviewer's initials.



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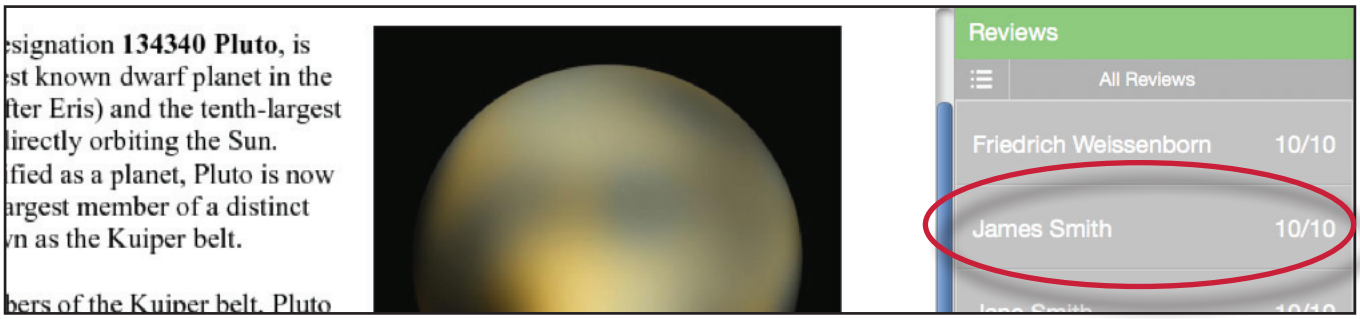
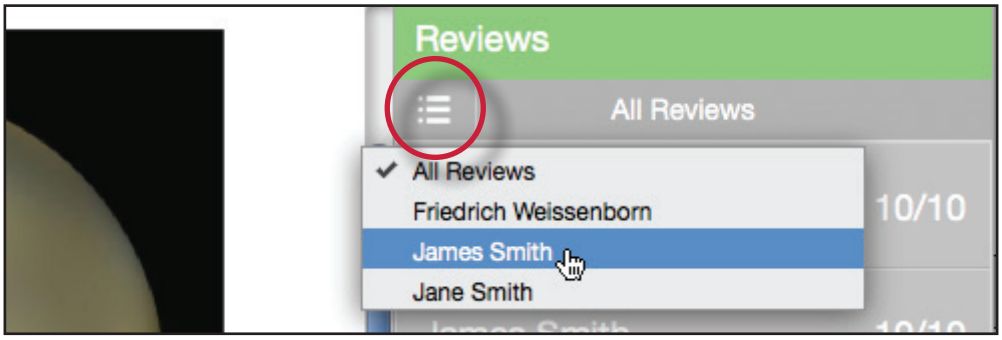
To view a specific student's comments click on their name in the sidebar.

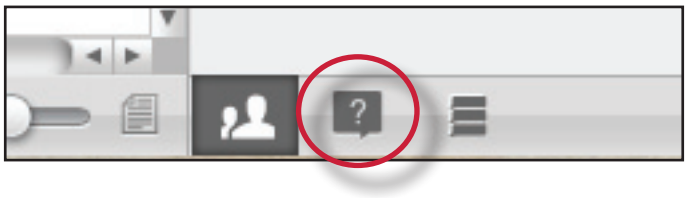

signation 134340 Pluto, is
st known dwarf planet in the
fter Eris) and the tenth-largest
irectly orbiting the Sun.
fied as a planet, Pluto is now
argest member of a distinct
n as the Kuiper belt.
bers of the Kuiper belt, Pluto
Reviews
All Reviews
Friedrich Weissenborn 10/10
James Smith 10/10

The list icon can also be used to select a student or to select to view *All Reviews*.

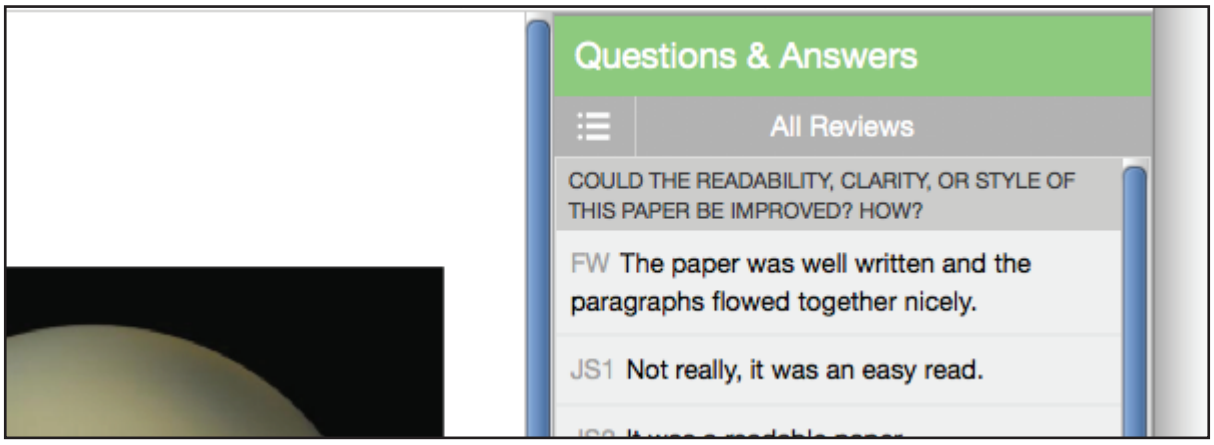


Viewing the PeerMark Questions and Answers

To view the PeerMark questions and answers click on the questions and answers icon.



The sidebar loads all the PeerMark questions added to the PeerMark assignment during assignment creation. The reviewers' answers are located under each question. If all reviews are displayed the answers are identifiable by the reviewers initials.


Questions & Answers
All Reviews
COULD THE READABILITY, CLARITY, OR STYLE OF THIS PAPER BE IMPROVED? HOW?
FW The paper was well written and the paragraphs flowed together nicely.
JS1 Not really, it was an easy read.

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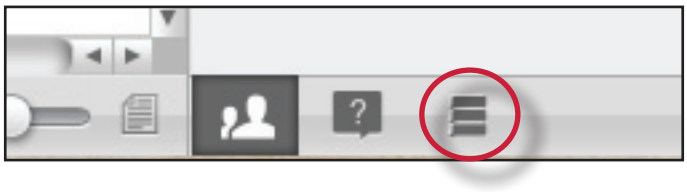
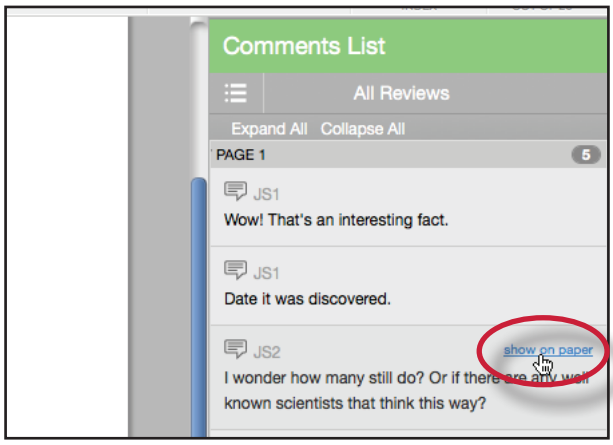
Reviewer Mark List

To view a list of all the comments left on the paper click on the comment list icon.

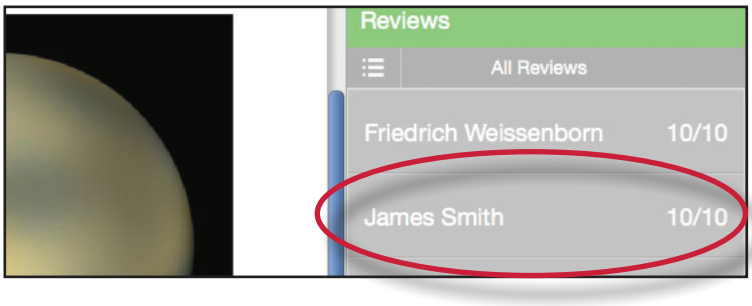


The Comments List may be used to navigate to the location of a comment on the paper. Simply hover the cursor over a mark in the comment list and then click on the *show on paper* link that appears.

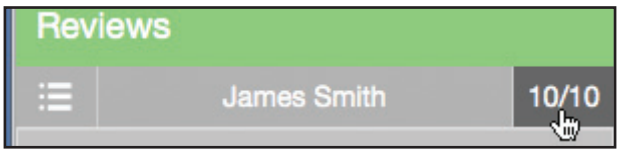


Grading Reviews

To grade a reviewer click on the reviewer's name.



To edit the grade click on the grade next to the reviewer's name.



Enter the new grade in the grade field. Click elsewhere on the screen to save the grade.

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What you will learn.
Our environment is th
world around us. We, as hu
both live in and form part
environment. We are affected
envir nt, but we also affe
actim t and changing
DICTIONARY

TurnitinUK Instructor User Manual

Chapter 4: GradeMark®

Updated August 21, 2012

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GradeMark® Paperless Grading

Introduction

With GradeMark® an instructor is able to edit and grade student papers online. The instructor can add comments within the body of the paper, point out grammar and punctuation mistakes, evaluate the paper against qualitative or quantitative rubrics, assess the student's performance within the class and enter a grade for the paper that is automatically saved into GradeBook (optional). GradeMark is currently designed for full compatibility with the following browsers:

Internet Explorer 7 and above (Windows)
Mozilla Firefox 2.0 and above (Windows, Mac OS X)
Google Chrome 4 and above (Windows, Mac OS X)
Safari (Mac OS X)

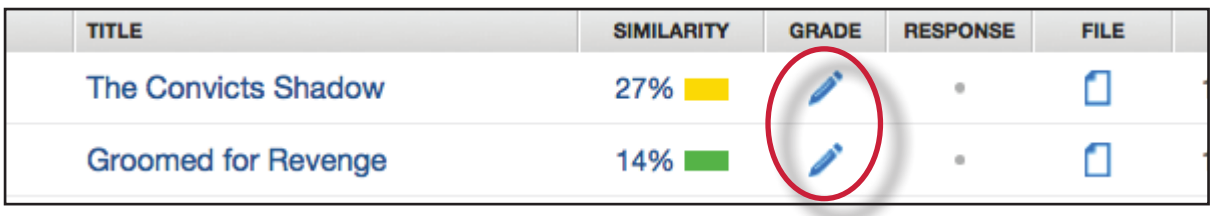
Other browsers can be used to view or access this product but may not have access to the full functions and features. GradeMark is best used with one of the approved browsers.

Note: GradeMark works best when the text of the submissions have double spaced text.

An instructor can access the GradeMark system from any one of four locations within TurnitinUK:

- the assignment inbox
- a student portfolio
- viewing a paper after clicking on the paper title
- from the GradeBook grading page

To mark a paper in the GradeMark system from the assignment inbox, student portfolio page, or GradeBook grading page the instructor will click on the pencil icon under the grade column to the right of the paper that needs to be marked. A new window will open displaying the GradeMark interface. Using this interface, an instructor can add marks, general comments, and location specific comments to a student paper as well as entering a numeric grade.



Note: If no icon appears in the GradeMark column, then the paper is not available for grading. Please wait while the system generates the interface so that this paper can be marked.

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Grading Marks

The GradeMark system contains several tools and types of mark that instructors can use in grading and assessing papers. These include:

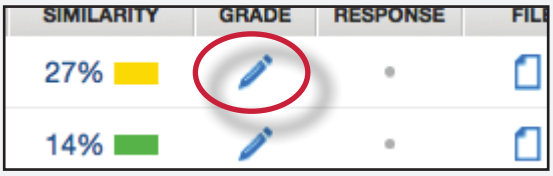
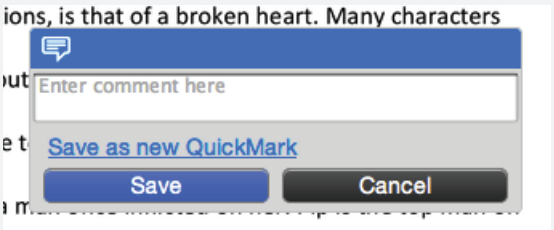
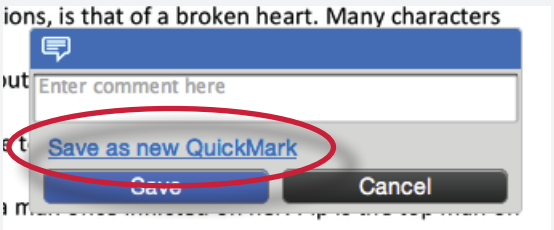
- bubble comments
- inline comments
- QuickMark comments
- rubric scorecards
- general comments

Comments

A comment is equivalent to the notes that an instructor may write in the margins of a paper. A comment might be:

> *"Your thesis is unfocused. Consider refining your thesis in subsequent versions of this paper."*

A comment may be up to one thousand characters in length.

Adding a comment to a paper:	
1. Click on the pencil icon for a submission to access the GradeMark interface	
2. Click on the point on the paper to add the comment to	
3. Enter text into the text field of the comment bubble	
4. (Optional) If you would like to make this comment into a reusable QuickMark comment, click on the *Save as new QuickMark* link	

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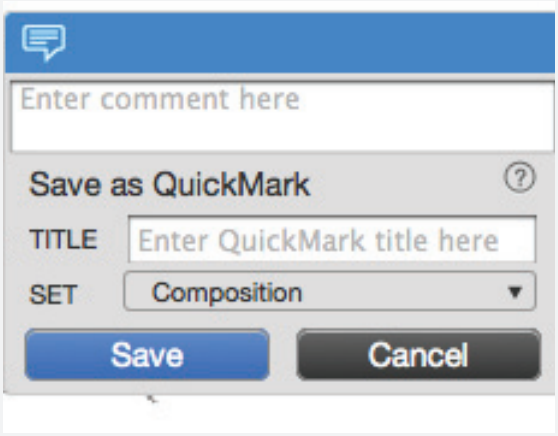
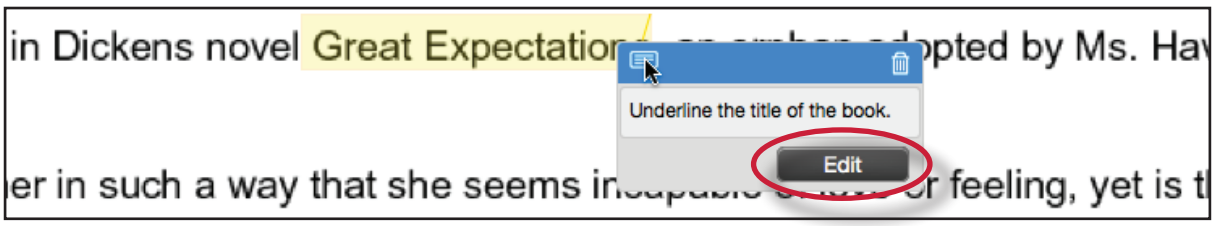
Adding a comment to a paper:	
4B. (Optional) Enter a title for the QuickMark. This title will be displayed on the paper Select a set to add this QuickMark to by clicking on the *Set* drop down menu Click *Save* to save the comment as a QuickMark Note: QuickMark comments that are not added to a set will be located within *All* in the QuickMark manager	
5. Click the *Save* button to save the comment	

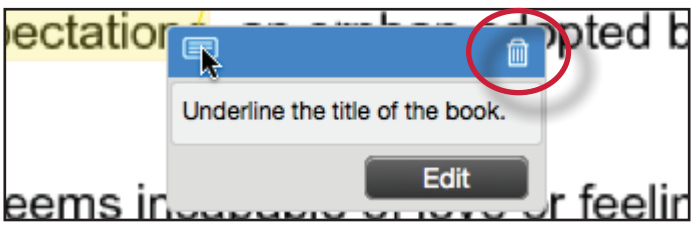
The comment will be added to the paper.

The comment can be edited at any time by hovering the cursor over the mark for the comment and then clicking the *Edit* button. Edit the comment and click *Save* to save any changes made to the comment. To move a comment, click and hold on the mark symbol and drag the icon to a new location.



Deleting a Comment

A comment and the associated mark can be deleted by clicking on the mark symbol on the paper. Click on the trash can icon at the top right of the comment bubble to delete the mark from the paper.



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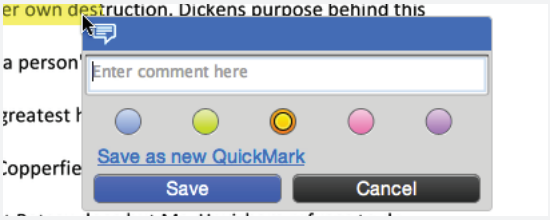
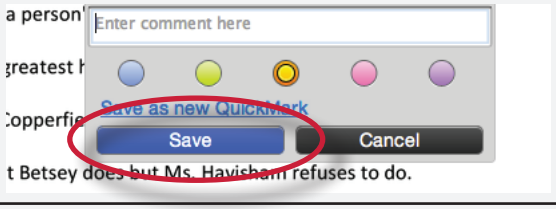
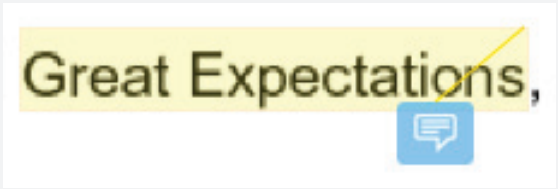
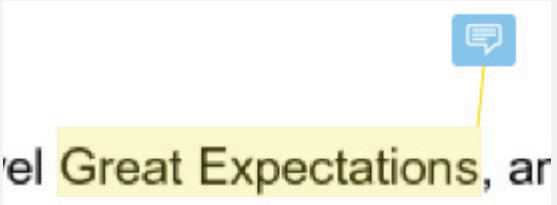
Highlighting Text for a Comment

An instructor can associate a highlighted section of text with a comment to reference a specific area of text.

To associate a highlight with a comment:	
1. Within the GradeMark interface select the text of the paper	
2. Click anywhere within the highlighted text to open up a comment bubble	
3. The selected text will be highlighted and the comment is placed where the highlighted section of text was clicked. Enter the comment into the text field of the comment bubble. Select the highlight color from the 5 color options. Yellow is the default color for highlights	
4. Click the *Save* button to save the comment	
5. The comment icon will appear where the highlight was clicked. The comment icon can be moved away from the highlight and still be associated with the highlight by a connecting yellow line	
6. To move the comment icon click on the icon and drag it to the new location, release the held click	

Striking Through Text

An instructor can strike through text within GradeMark by first selecting the text and then hitting either delete or backspace on the keyboard. To delete the strikethrough hover over the strikethroughed text and then click on the trash can icon that appears.

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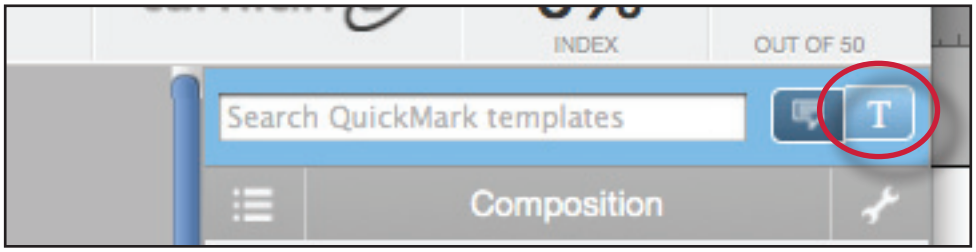
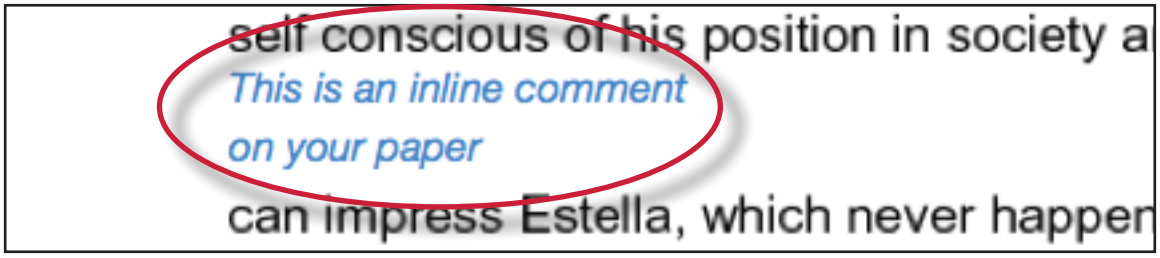
Inline Comments

Inline comments allow instructors to add marks directly onto the paper. The inline comment appears as type overlaid on the paper.

To add an inline comment, click on the type tool button within the sidebar.



The user can click on the paper where the comment should begin. The inline comment will show up as a light gray highlighted box over which typing may be done. When finished, click elsewhere on the paper. The inline comment will appear as blue text directly on the paper. To edit an inline comment click directly on the inline comment's text and adjust the comment accordingly.


self conscious of his position in society a
This is an inline comment
on your paper
can impress Estella, which never happen

An inline comment can be deleted by moving the cursor over the comment and then clicking on the trash can icon that appears above of the inline comment. Deleted comments can be recovered by clicking on the *Undo* button at the bottom of the document viewer.

The inline comment can be moved by clicking on the inline comment's gray border and dragging the comment to a new location on the page. The cursor will transform into a hand notifying the user that a click will enable the inline comment to be moved. Releasing the mouse will affix the inline comment to the new location on the page.

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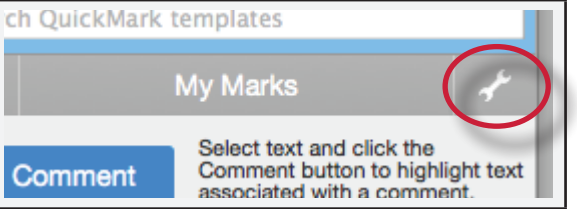
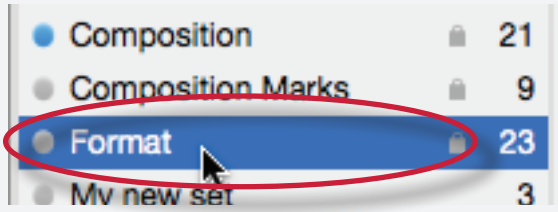
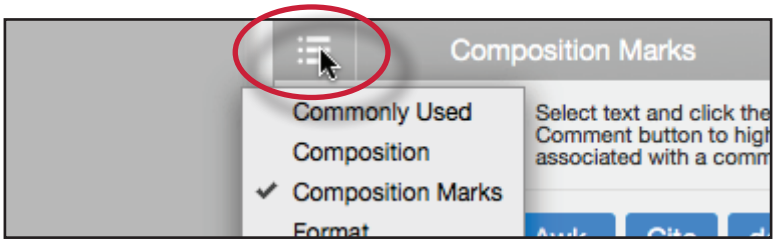
QuickMark℠ Comments

The QuickMark comments are commonly used or standard editing marks that instructors can utilise when editing and grading papers. The number and type of the QuickMark comments added to each paper in an assignment is tracked by the *Statistics* assessment tool available within the paper information window.

These marks are stored in sets found in the QuickMark Manager. The marks are added to a student paper from the QuickMark Sidebar. The GradeMark system automatically provides four QuickMark sets consisting of commonly used editing marks and standard corrections. Instructors can use these sets, create sets of their own, access a set shared by the TurnitinUK account administrator, upload a set provided by another teacher, or draw from a combination of sets.

To select the active QuickMark set for the QuickMark sidebar:	
1. Click on the QuickMark Manager icon	
2. The active set has the circle next to its name filled in with blue. Click on the name of the set to add to the sidebar	
3. Click the *Make this the active set* link in the far right column	
4. Close the library by clicking on the *Close* link in the bottom right corner of the QuickMark Manager. The QuickMark comments within the active QuickMark set will now be displayed in the QuickMark sidebar	

To change the active QuickMark set without opening the QuickMark Manager, click on the QuickMark set list icon to the left of the active set name and select the set to use to mark up the paper.



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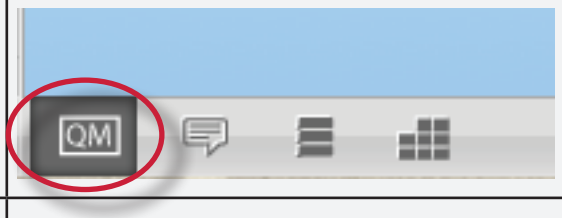
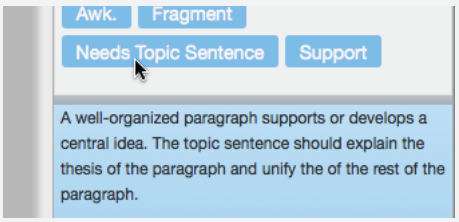
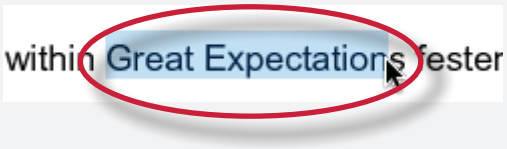
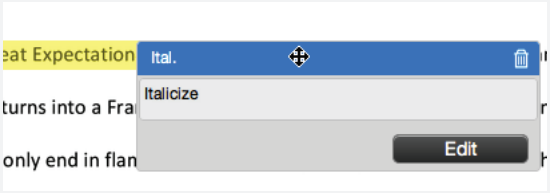
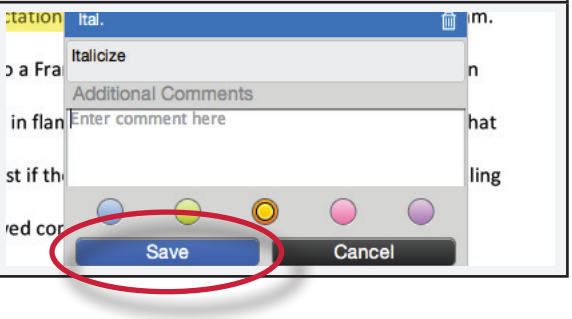
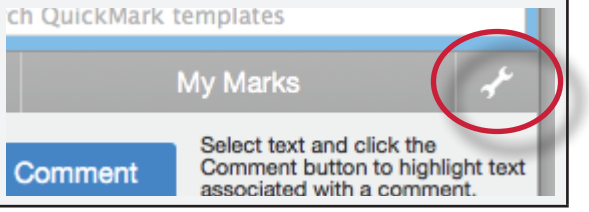
To add a QuickMark editing mark to a paper:	
1. If the QuickMark sidebar is not open, Click on the *QuickMark* button below the sidebar	
2. Click the QuickMark comment to add it to the center of the paper or click and drag the comment to the desired location on the paper. Hovering over a QuickMark will display the description of the mark in the blue tinted area below the QuickMark sidebar	
3. To associate a highlight with a QuickMark comment, select the text on the paper and then click on the QuickMark comment on the sidebar	
4. The QuickMark comment will automatically be placed at the end of the highlight	
5a. (Optional) Instructors can add additional comments to a QuickMark by clicking on the Edit button while hovering over a QuickMark comment	
5b. (Optional) Enter the additional comment in the text box or select a different color for the highlight. Then click *Save* to add the additional comment to the QuickMark or apply the new highlight color	

Creating QuickMark Sets

To create a new empty QuickMark set:	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	

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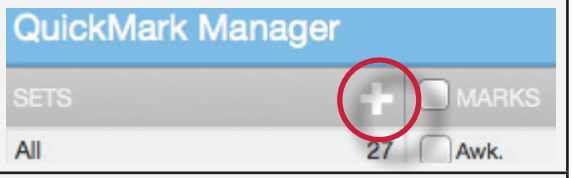
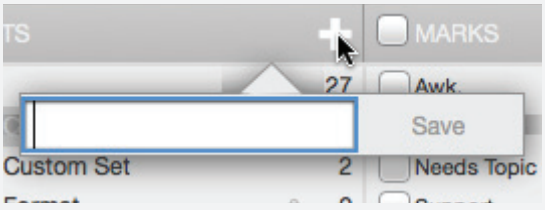
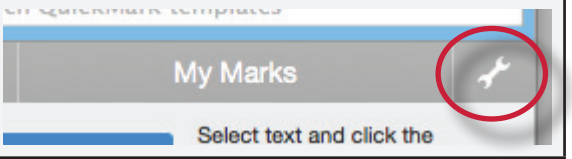
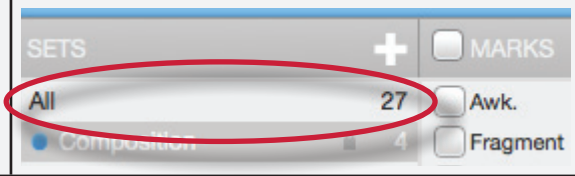
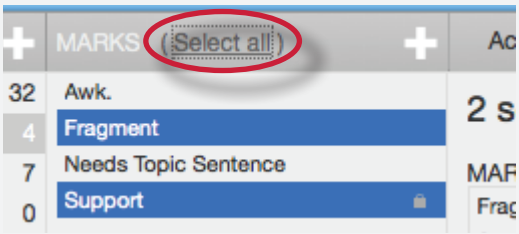
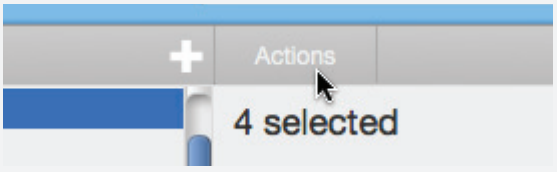
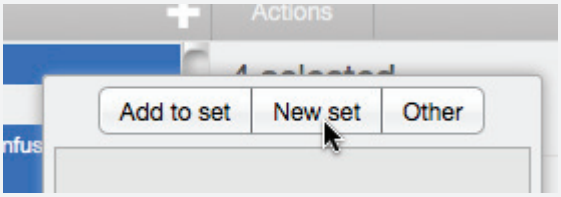
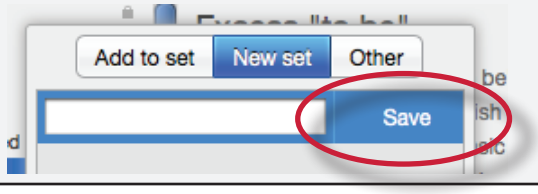
To create a new empty QuickMark set:	
2. Click on the "+" icon to the right of the SETS column header	
3. Enter the title for the new QuickMark set and then click *Save*	

To create a new set from selected marks:	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click on *All* above the set names	
3. Every QuickMark throughout all sets will be listed within the MARKS column. Select the Marks to copy. Multi select within the QuickMark manager can be done by holding the command button (for Mac users) or control button (for PC users) while selecting marks. To select all the marks click on the *Select all* link	
4. Click on the Actions link to the right of the MARKS column	
5. Click on the *New set* button	
6. Enter a name for the new set and then click on the *Save* button. The new set will be created with the marks that were selected	

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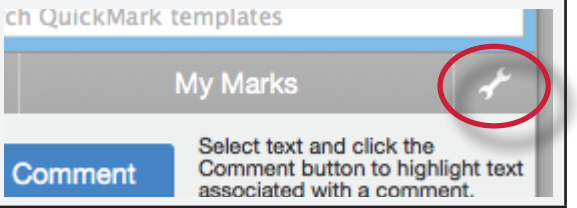
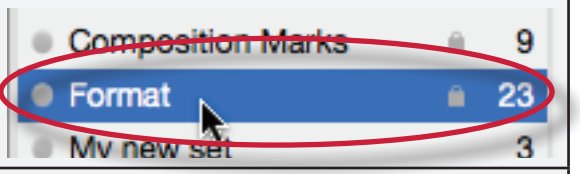
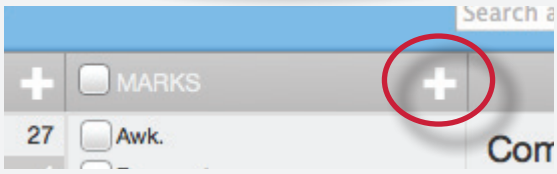
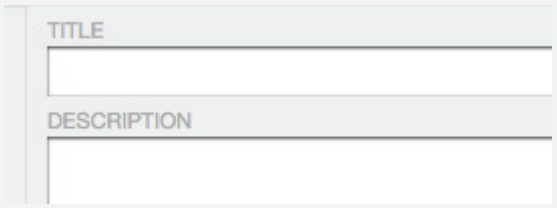
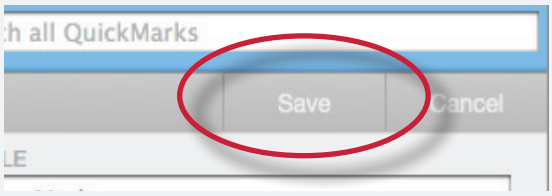
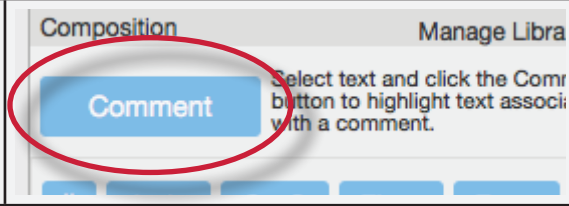
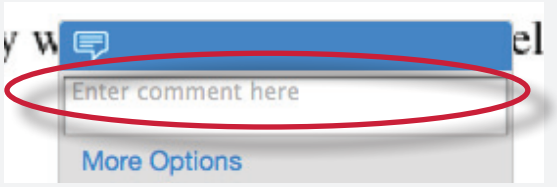
Creating QuickMark Comments

Instructors can create their own QuickMark comments in the QuickMark Manager or transform a regular comment on a paper into a QuickMark. This allows instructors to create class or curriculum specific marks that may not be part of the sets provided by TurnitinUK or the account administrator.

To create a new QuickMark:	
1. Click on the QuickMark Manager icon from the QuickMark sidebar	
2. Click the name of the set to add a new QuickMark to	
3. Click the "+" icon next to the MARKS column header	
4. Enter the following information for the new mark: • a title • a description	
5. Click *Save* to save the new QuickMark symbol into the selected set	

To create a new QuickMark from a regular comment made to a paper:	
1. Click on the *Comment* button on the side bar or click anywhere on the paper to add a comment to the paper	
2. Enter the comment description within the text field	

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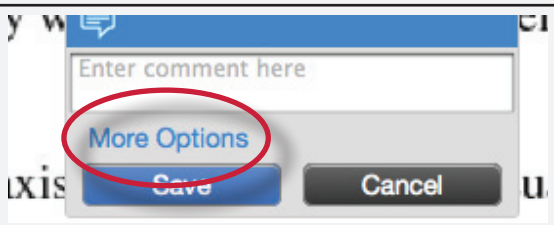
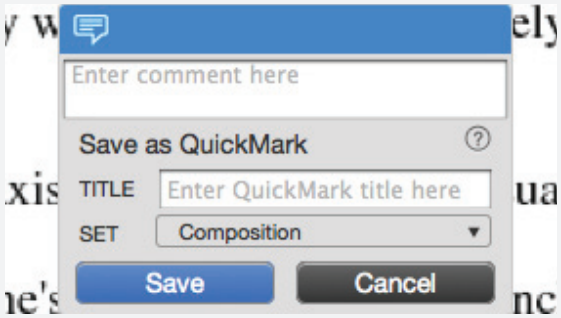
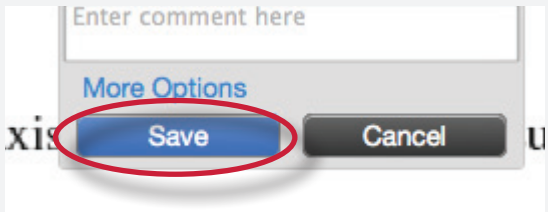
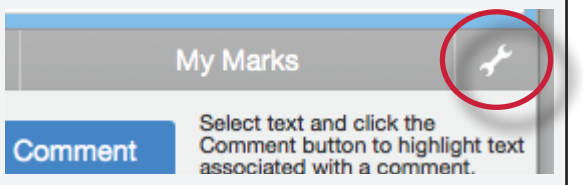
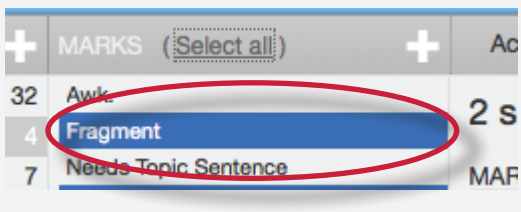
To create a new QuickMark from a regular comment made to a paper:	
3. Click on the *More Options* link	
4. Enter a title for the QuickMark. This title will be displayed on the paper. Select a set to add this QuickMark to by clicking on the Set drop down menu Click *Save* to save the comment as a QuickMark Note: QuickMark comments that are not added to a set will be located within *All* in the QuickMark manager	
5. Click *Save* to save the new QuickMark comment	

Editing QuickMark Comments

QuickMark comments can be edited from within the QuickMark Manager. Any edits that are made to a QuickMark are applied to every instance where this mark appears in your students' papers.

To edit a QuickMark comment:	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click on the name of the QuickMark set containing the mark to edit. Then click on the QuickMark you would like to edit Note: If a lock icon appears next to a QuickMark within the Marks list it cannot be edited. A lock icon indicates a QuickMark that is either shared by the account administrator or is provided by Turnitin.	

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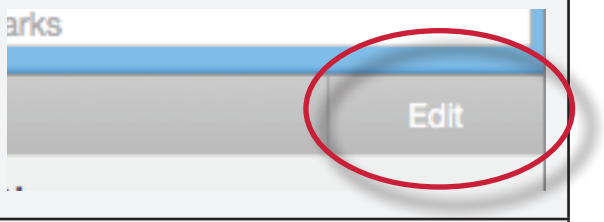
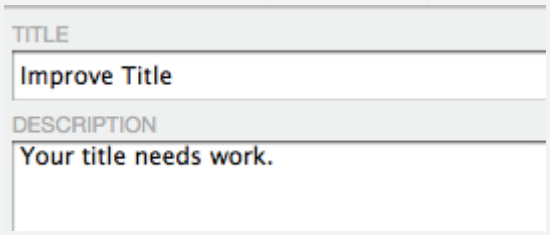
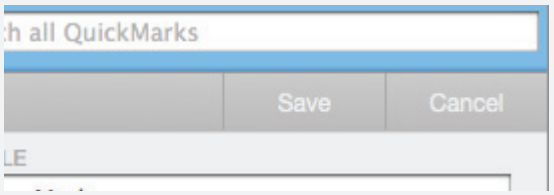
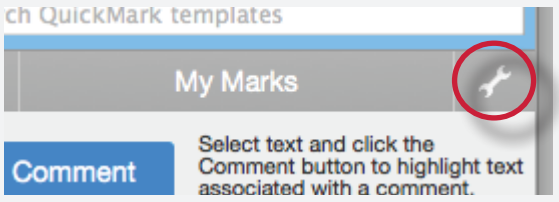
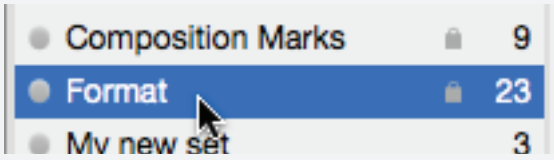
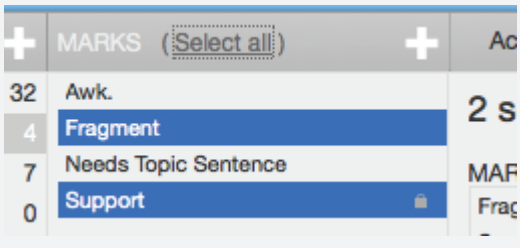
To edit a QuickMark comment:	
3. An *Edit* button will appear in the top right corner of the QuickMark manager. Click the *Edit* button to edit the QuickMark	
4. Edit the information for the mark	
5. Click *Save* to save the changes made to the mark in this QuickMark set	

Copying Marks to an Existing Set

Marks within a QuickMark set can be copied to existing QuickMark sets.

To copy a mark to an existing QuickMark set:	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click the name of the QuickMark set containing the mark (s) to copy	
3. Select the marks to copy. Multi select within the QuickMark manager can be done by holding the command button (for Mac users) or control button (for PC users) while selecting marks. To select all the marks click on the *Select all* link	

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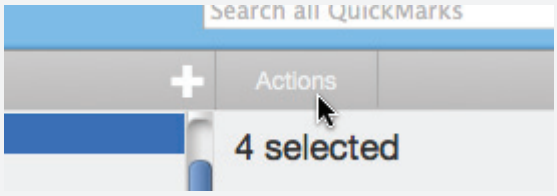
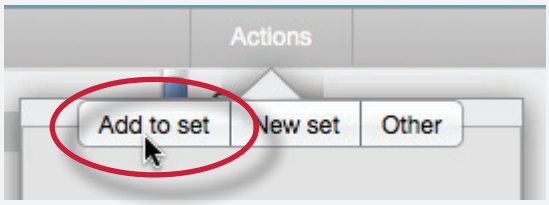
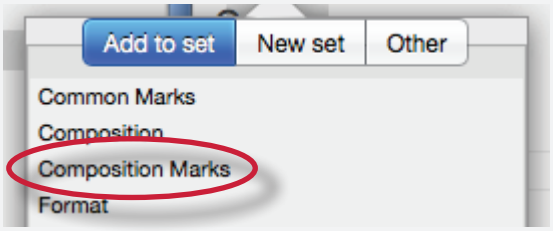
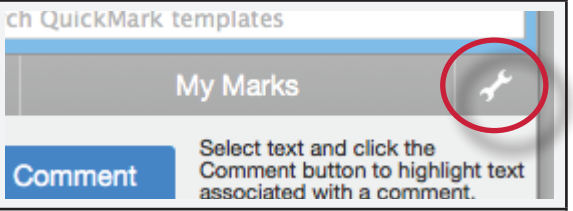
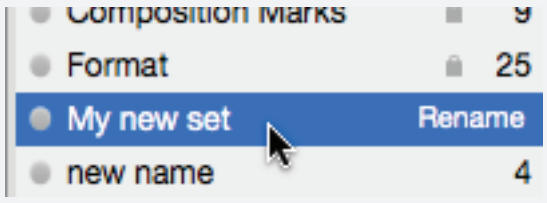
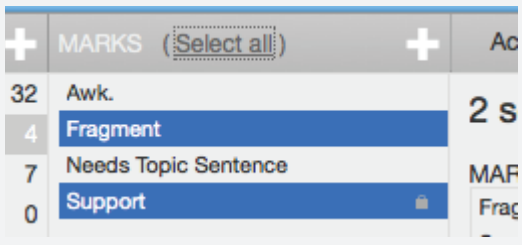
To copy a mark to an existing QuickMark set:	
4. Click on the *Actions* link under the search field	
5. Click on the *Add to set* button	
6. Select the set from the list that you would like to add the marks to	

Archiving or Removing a QuickMark from a Set

A QuickMark can not be completely deleted from the system but may be removed from all active sets and archived.

To remove marks from a QuickMark set:	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click on the name of a QuickMark set	
3. Select the marks to remove	

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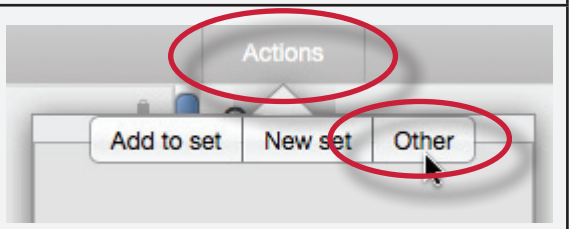
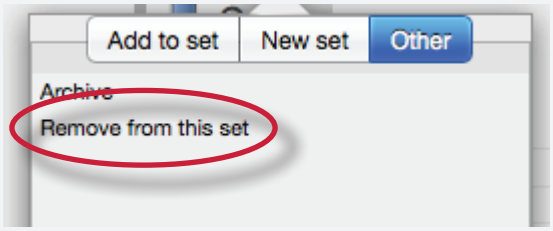
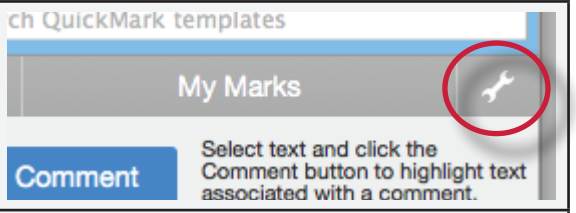
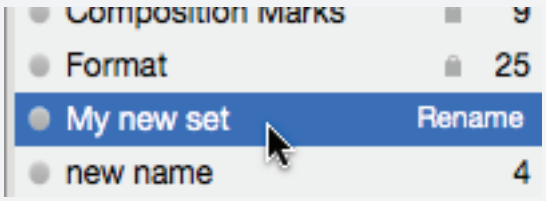
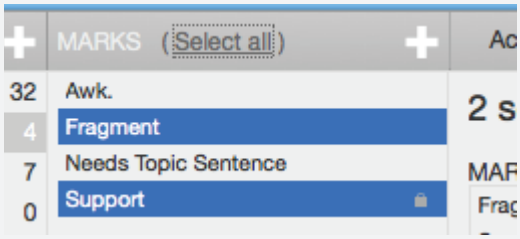
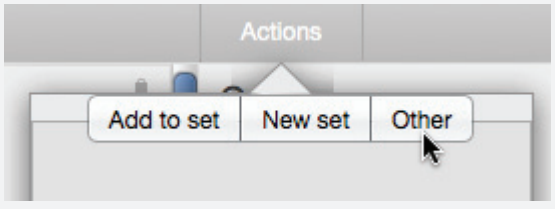
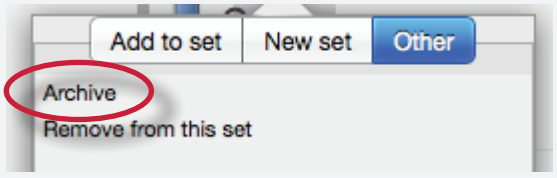
To remove marks from a QuickMark set:	
4. Click on the *Actions* link to the right of the Marks column header and click on the *Other* button	
5. Click on the *Remove from this set* option	

To remove a QuickMark from all sets and archive it:	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click on the name of a QuickMark set	
3. Select the marks to remove	
4. Click on the *Actions* link to the right of the Marks column header and click on the *Other* button	
5. Click on the *Archive* option	

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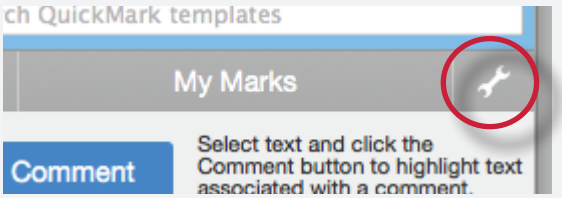
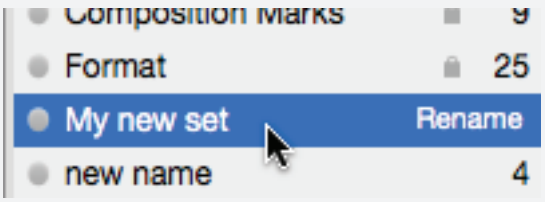
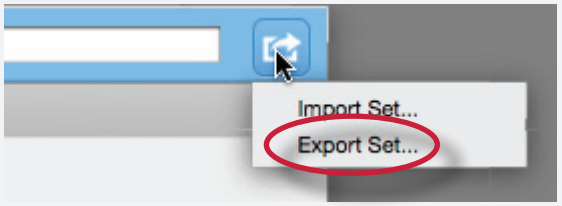
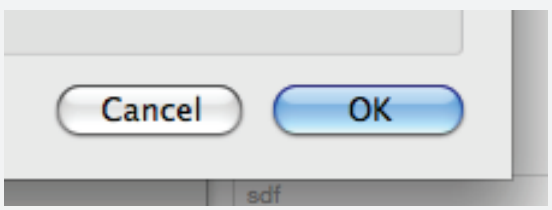
Note: A QuickMark with a lock symbol to the right of its name in the MARKS list cannot be removed from the TurnitinUK provided sets: Composition, Format Punctuation, and Usage.

Warning: Archiving a QuickMark will remove it from all QuickMark sets in the QuickMark Manager

Warning: Instructors may only add, delete, copy, or edit QuickMark sets and marks that they own. QuickMark sets with a lock icon to the right of the set name cannot be modified and are provided by TurnitinUK or the account administrator.

Exporting and Importing QuickMark Sets

Within the QuickMark Manager instructors can export QuickMark sets to share with other instructors or import QuickMark sets to use when grading papers with GradeMark. Unlike sharing, once a QuickMark set has been imported into an account it is then owned by that instructor who may then make any desired changes to the QuickMark comments.

To export QuickMark sets:	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click on the name of a QuickMark set to export	
3. Click on the import/export button and select *Export Set...* from the drop down menu	
4. A prompt will appear asking if you would like to save the file, click OK to save the file. The file name will be the QuickMark set name with .qms appended.	

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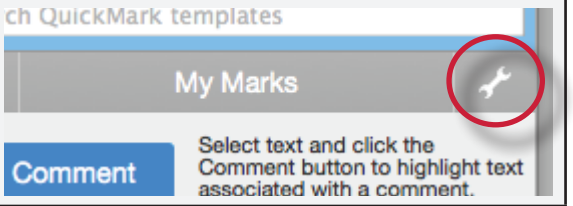
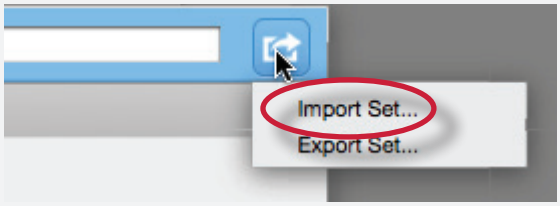
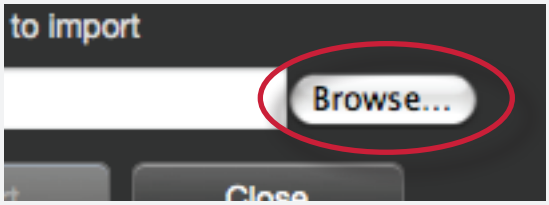
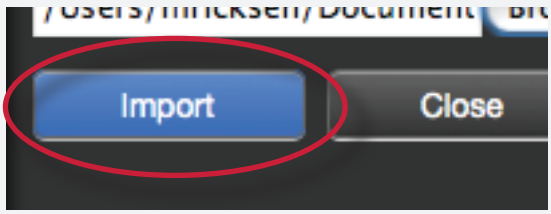
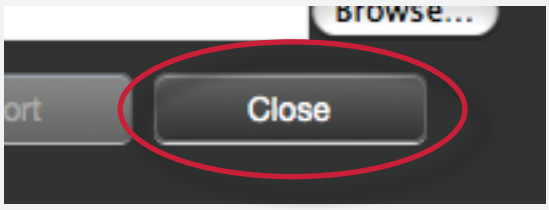
To import QuickMark sets:	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click on the import/export button and select *Import Set…* from the drop down menu	
3. Click on the *Browse* button and locate the QuickMark set file on your computer. Only .qms file types may be imported into the QuickMark manager	
4. Click on the *Import* button	
5. To import additional QuickMark sets repeat steps 3-4.	
6. Click the *Close* button to return to the QuickMark Manager	

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Rubric Scorecards

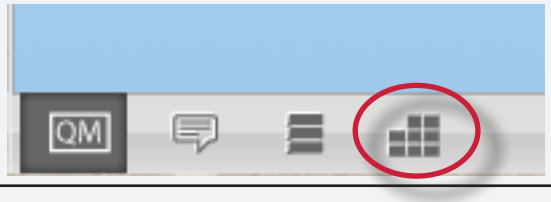
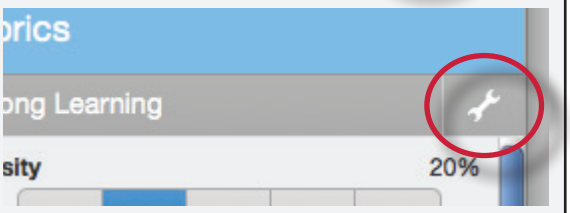
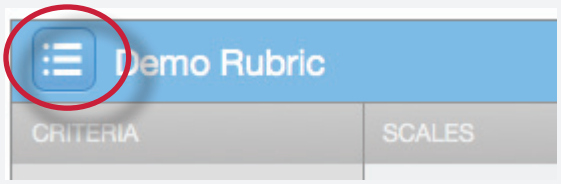
Rubric scorecards can be used to evaluate student work based on defined criteria and scales. The rubric scorecards can be created by the account administrator and shared to all instructors on an account. Instructors can also create and share rubric scorecards, allowing other instructors to upload the rubric scorecard to their classes.

There are three rubric types:

Standard rubric - allows you to enter scale values and criteria percentages. The maximum value for the Standard rubric will be the same as the highest scale value entered

Custom rubric - allows you to enter any value directly into the rubric cells. The maximum value for the Custom rubric will be the sum of the highest value entered in each of the criteria rows

Qualitative rubric - allows you to create a rubric that has no numeric scoring

To create a standard rubric scorecard:	
1. Click on the *Rubric* icon below the GradeMark sidebar	
2. Click on the Rubric Manager icon	
3. Click on the Rubric list icon	
4. Select *Create new rubric* from the drop down menu	

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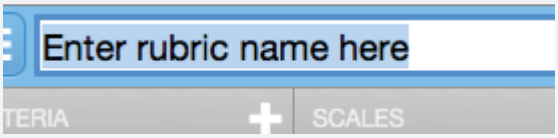
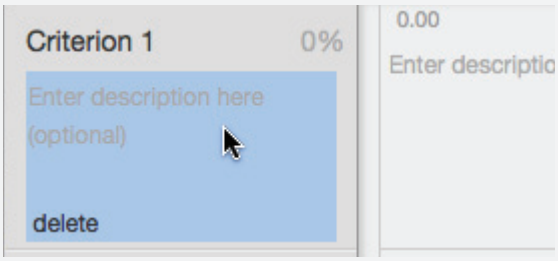
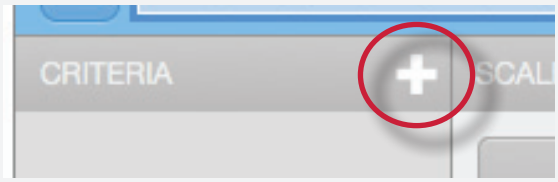
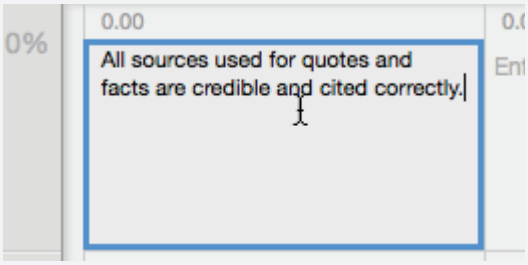
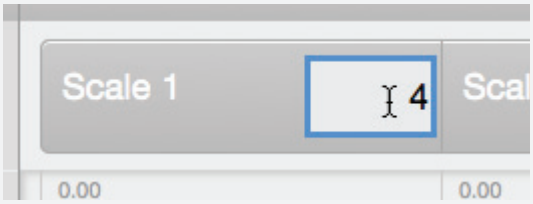
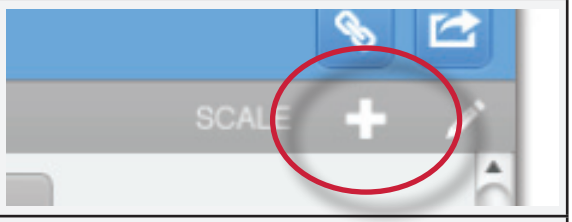
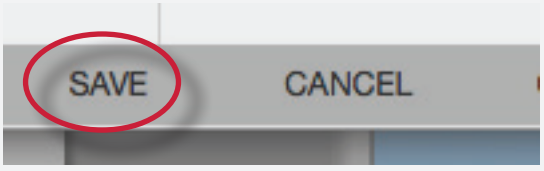
To create a standard rubric scorecard:	
5. Enter the Rubric name in the top left of the rubric manager	
6. To edit the name, description, or percentage value for a criterion, click directly on the title, description or percentage value to open the text box field. Enter the new title, description or value and press enter to finish editing the field or click elsewhere on the screen	
7. To add extra rows of criteria click on the "+" icon to the right of the Criteria header	
8. To enter the description for each cell, click on the cell, enter the description and then click outside of the cell's text field to finish editing the description	
9. To enter the scale title or value, click on the scale title or scale value and enter the title or value. Click elsewhere on the screen to finish editing	
10. To add extra scale columns click on the "+" icon to the right of the Scale header	
11. Once the rubric is completed, click on *Save* at the bottom right of the Rubric Manager	

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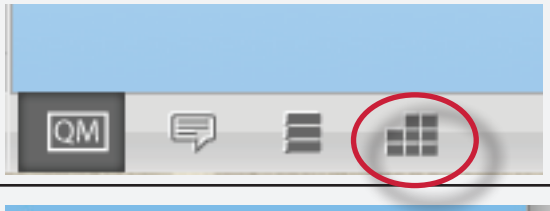
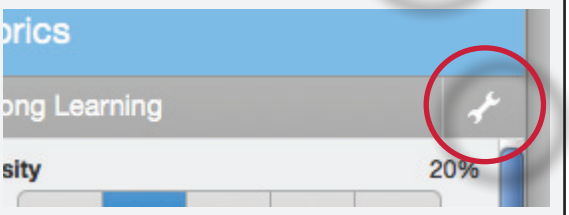
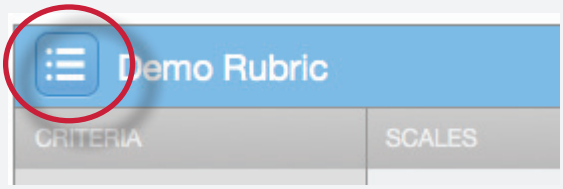
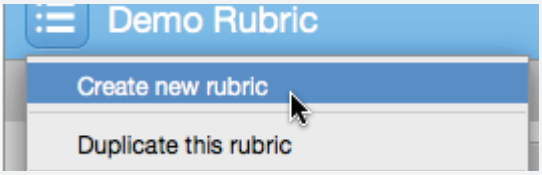
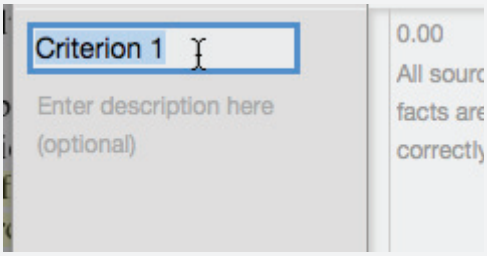
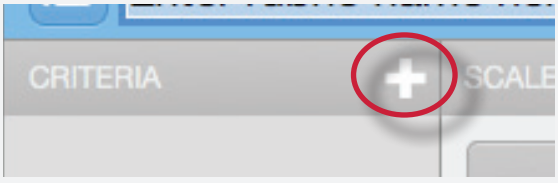
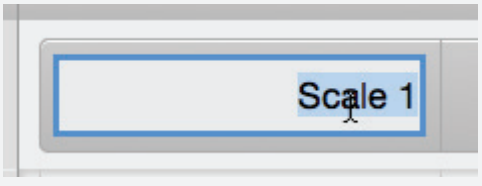
To create a custom rubric scorecard:	
1. Click on the *Rubric* icon below the GradeMark sidebar	
2. Click on the Rubric Manager icon	
3. Click on the Rubric list icon	
4. Select *Create new rubric* from the drop down menu	
5. Click on the rubric type icon for the custom rubric at the bottom of the Rubric Manager	
6. To enter the title and description for each criterion, click on the appropriate field and enter the new title or description within the text field that appears. Click elsewhere on the screen to finish editing the criterion title or description	
7. To add extra rows of criteria click on the "+" icon to the right of the Criteria header	
8. To edit scale titles click on the Scale title and enter new title. Click else where on the screen to finish editing the scale title	

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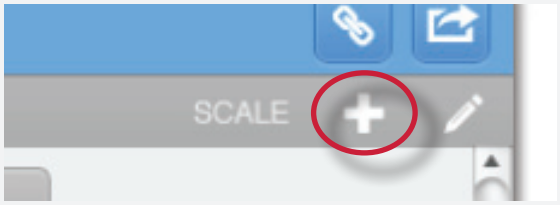
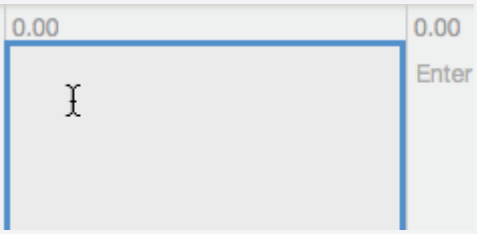
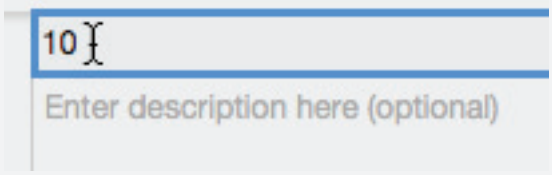
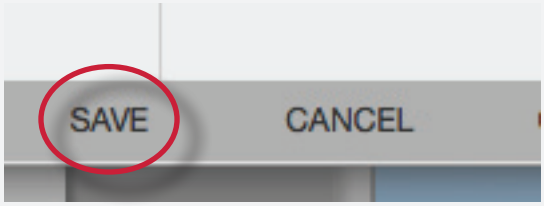
To create a custom rubric scorecard:	
9. To add extra scale columns click on the "+" icon to the right of the Scale header	
10. To edit the cell descriptions click on the description field. Enter the description and then click elsewhere on the paper to finish editing the description	
11. Enter the cell value for each cell by clicking on the *0.00* portion of each cell. In a custom rubric cell values are chosen by the instructor	
12. Once the rubric is complete click on *Save* to save the rubric scorecard	

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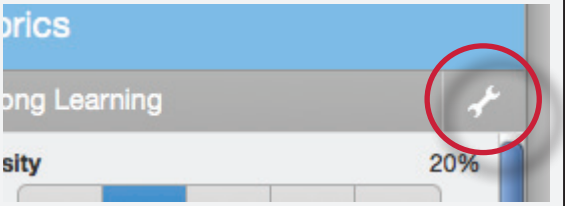
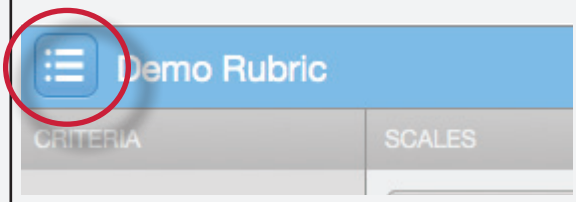
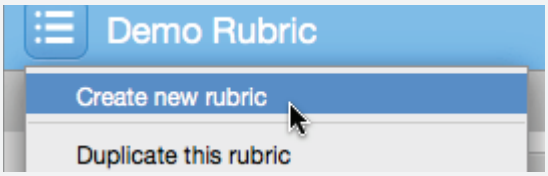
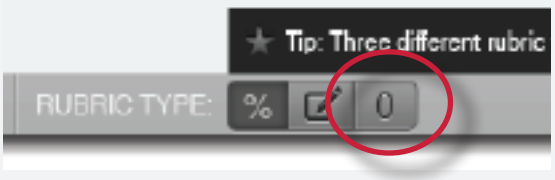
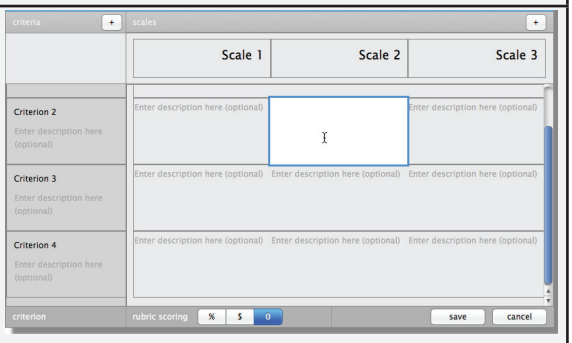
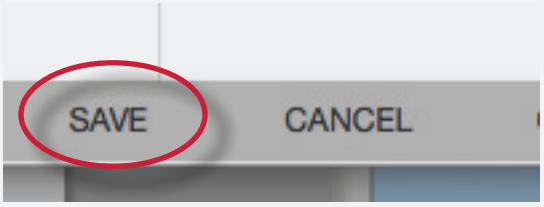
To create a qualitative rubric scorecard:	
1. Click on the *Rubric* icon below the GradeMark sidebar	
2. Click on the Rubric Manager icon	
3. Click on the Rubric list icon	
4. Select *Create new rubric* from the drop down menu	
5. Click on the rubric type icon for the qualitative rubric at the bottom of the Rubric Manager	
6. Edit the criteria title and description, the scale title, and each cell description by clicking on either the title or description fields	
7. When all the criterion, scales, and cells have been edited click on *Save* to save the rubric	

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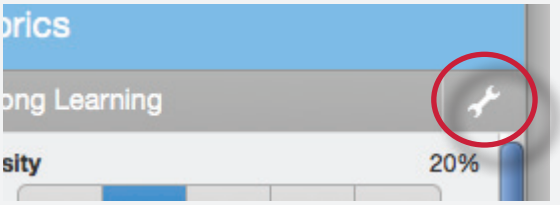
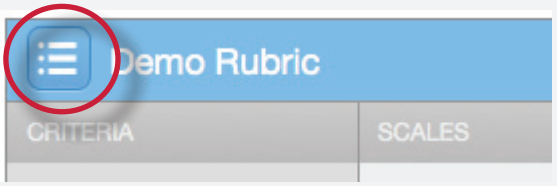
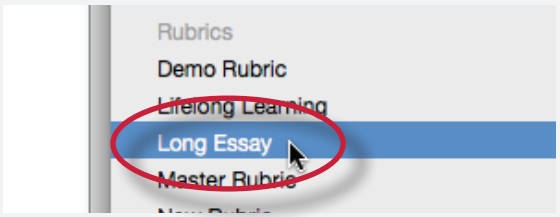
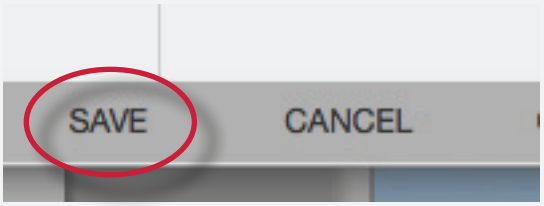
Modifying Rubrics

Rubric scorecards can be modified after creation. However, if the rubric scorecard has been used to score student papers, modification of the rubric scorecard will not be allowed.

To modify a rubric:	
1. Click on the *Rubric* icon below the GradeMark sidebar	
2. Click on the Rubric Manager icon	
3. Click on the Rubric list icon	
4. Select the rubric you would like to edit from the list of rubrics Note: Rubrics that have been shared with you cannot be edited	
5. Change the rubric as needed	
6. Click *Save* to save any changes	

Note: Rubrics can only be edited if they have not been used to grade a paper before.

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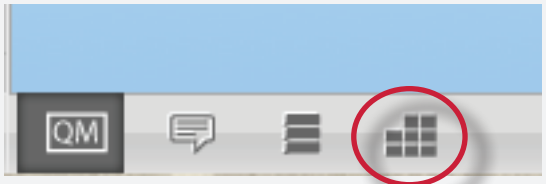
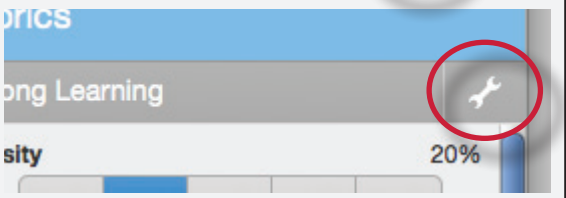
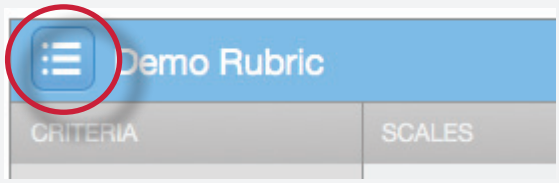
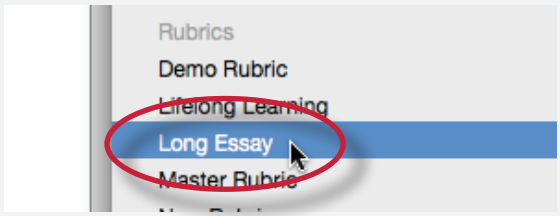
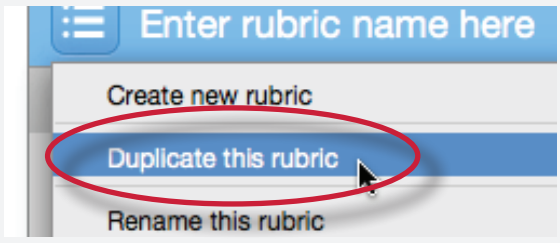
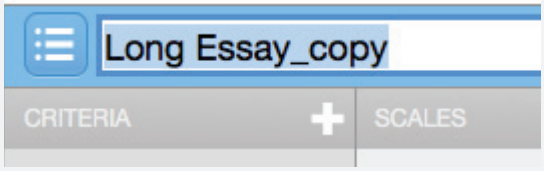
Duplicating a Rubric

Rubrics that have been attached to an assignment cannot be edited. Duplicating a rubric helps instructors reuse a rubric that they would like to modify.

To duplicate a rubric:	
1. Click on the *Rubric* icon below the GradeMark sidebar	
2. Click on the Rubric Manager icon	
3. Click on the rubric list icon	
4. Select the rubric you would like to duplicate from the list of rubrics	
5. Click on the rubric list icon and select *Duplicate this rubric* from the drop down menu	
6. (Optional) Enter a new name for the rubric and make any changes to the rubric	
7.. Click *Save* to save the changes	

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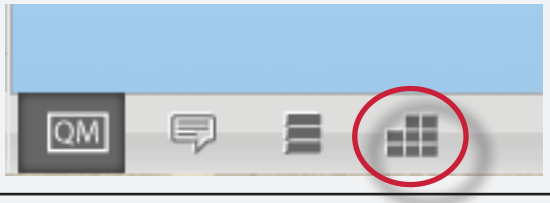
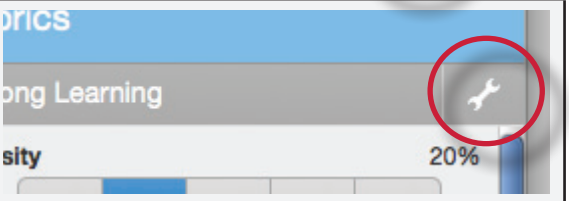
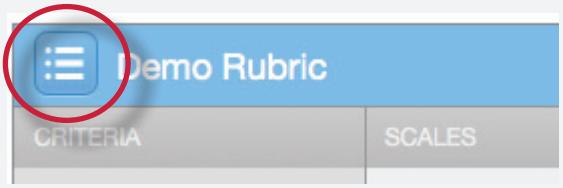
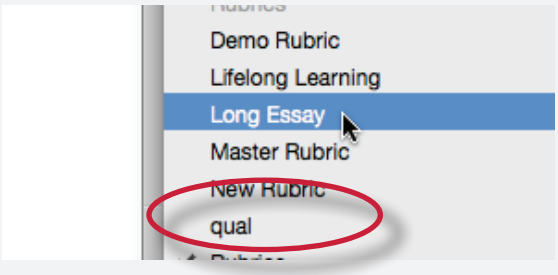
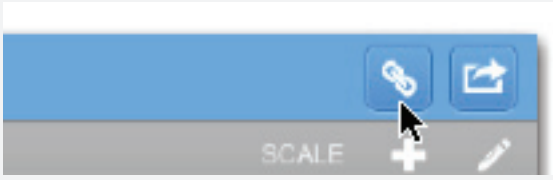
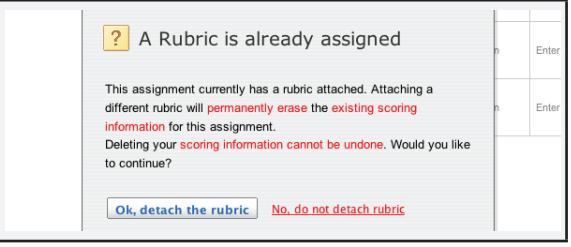
Attaching a Rubric to an Assignment

To use a rubric scorecard, the instructor must first access the GradeMark view of a student paper in an assignment and attach the rubric to the assignment. This enables the rubric scorecard for the assignment.

Adding a rubric to an assignment:	
1. Click on the *Rubric* icon below the GradeMark sidebar	
2. Click on the Rubric Manager icon	
3. Click on the rubric list icon	
4. Select the rubric you would like to attach from the list of rubrics	
5. Click on the attach icon to attach the rubric to the assignment	
6. If a rubric is already attached to the assignment a warning notification will be given. To attach the new rubric click *Ok, detach the rubric*	

Demo Rubric
Lifelong Learning
Long Essay
Master Rubric
qual
A Rubric is already assigned
This assignment currently has a rubric attached. Attaching a different rubric will permanently erase the existing scoring information for this assignment.
Deleting your scoring information cannot be undone. Would you like to continue?
Ok, detach the rubric
No, do not detach rubric

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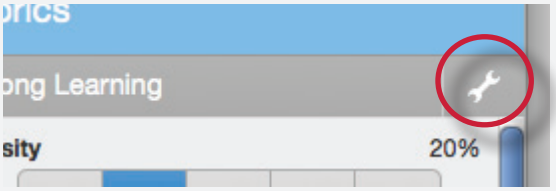
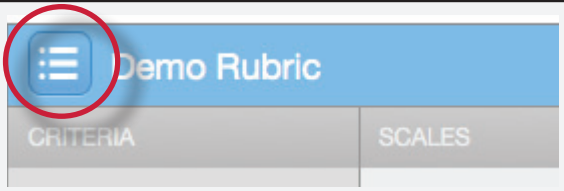
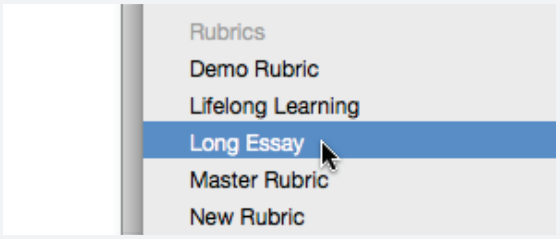
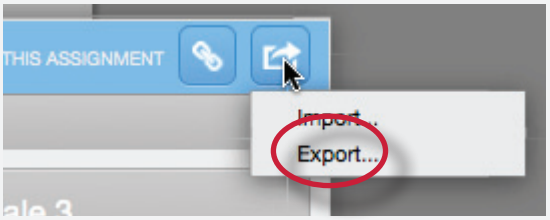
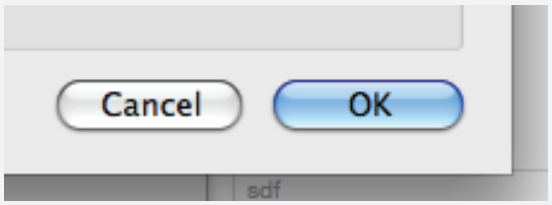
Exporting and Importing Rubrics

Within the Rubric Manager instructors can export rubrics to share with other instructors or import rubrics to use when grading papers with GradeMark. Unlike sharing, once a rubric set has been imported into an account it is then owned by that instructor who may then make any desired changes to the rubric.

To export a rubric:	
1. Click on the Rubric Manager icon within the Rubric sidebar	
2. Click on the rubric list icon	
3. Click on the name of the rubric to export	
4. Click on the import/export button and select *Export*... from the drop down menu	
5. A prompt will appear asking if you would like to save the file, select OK to save the file. The file name will be the rubric name with .rbc appended.	

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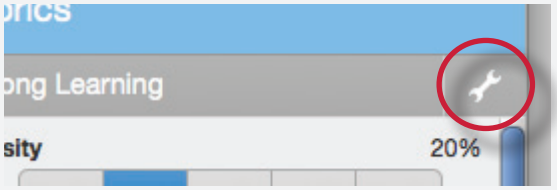
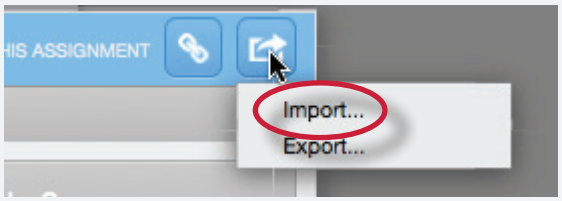
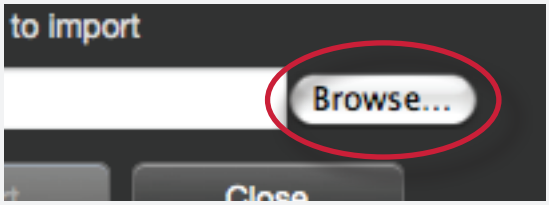
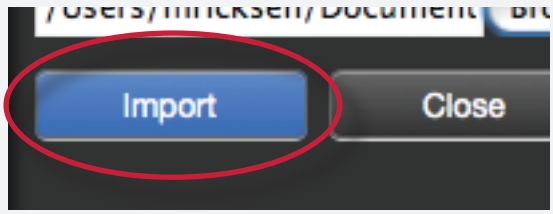
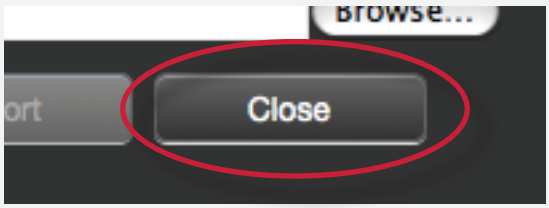
To import a rubric:	
1. Click on the Rubric Manager icon within the rubric sidebar	
2. Click on the import/export button and select *Import…* from the drop down menu	
3. Click on the *Browse* button and locate the rubric file on your computer. Only .rbc file types may be imported into the Rubric Manager	
4. Click on the *Import* button	
5. To import additional rubrics repeat steps 3-4.	
6. Click the *Close* button to return to the Rubric Manager	

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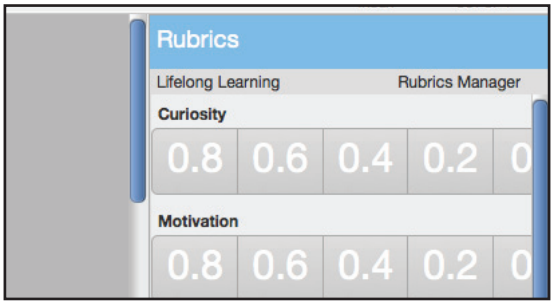
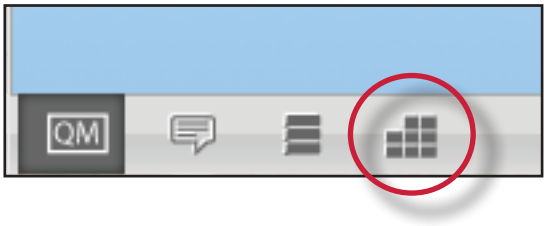
Using a Rubric Scorecard to Grade

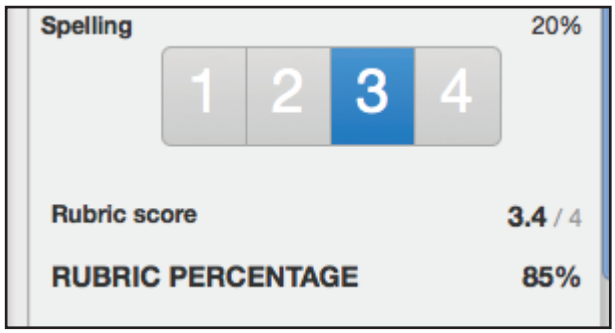
The rubric scorecard allows the instructor to easily score the performance of a paper against a set of criterion on a scale. The rubric scorecard is accessed within the rubric sidebar in the GradeMark paper view.

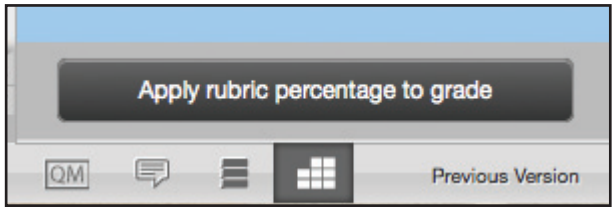


To open the rubric scorecard while viewing a student paper, the instructor user will click on the rubric icon at the bottom right corner of the GradeMark window. A rubric scorecard will only appear if there is a rubric attached to the assignment.



To grade with the rubric scorecard, the instructor clicks on the scale the paper has met for the criteria. The *Rubric score* below the scorecard displays the total of all the selected cell values. The *Rubric Percentage* displays the percentage of the total points out of points possible for the rubric scorecard. Click on the *Apply rubric percentage to grade* button at the bottom of the rubric sidebar to apply this percentage to the assignments total point value. Once a grade is applied from the rubric scorecard it will appear in the *Grade* field at the top right corner of the document viewer.





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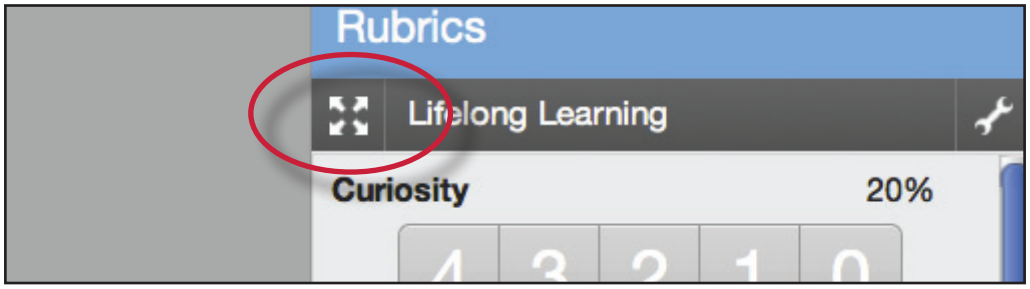
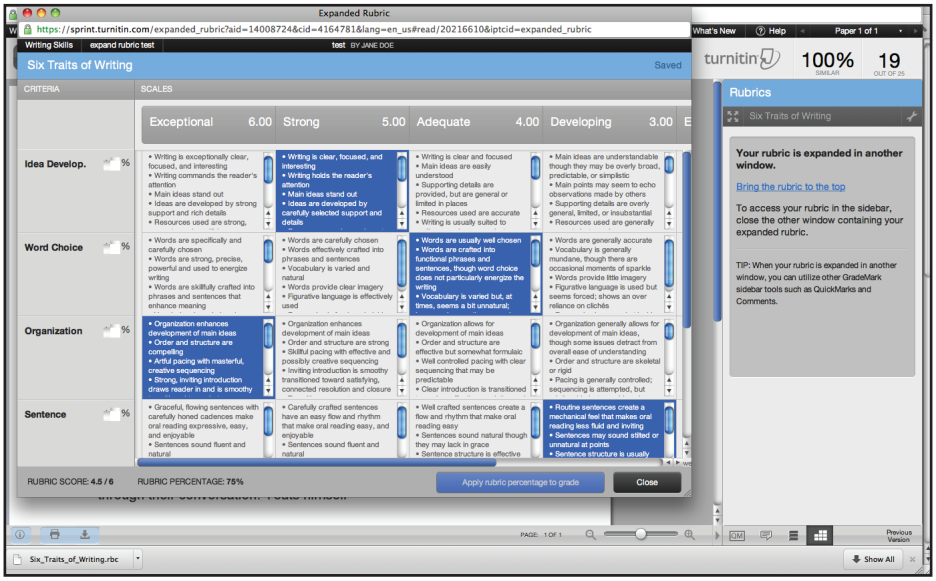
Using the Expanded Rubric Scorecard to Grade

Instructors can use the expanded rubric scorecard to grade papers in GradeMark. The expanded rubric opens a new window displaying the rubric cell descriptions. The expanded rubric can remain open and used to grade each student's paper as the instructor navigates through the submitted papers using the paper list drop down located at the top right of the document viewer.

To view the expanded rubric within another window, from the rubric sidebar click on the expand rubric icon.



The expanded rubric displays each cell description to allow instructors to easily select the criteria scales for the paper.



Click on the *Apply rubric percentage to grade* button at the bottom of the expanded rubric window to apply the rubric percentage to the assignments total point value. Once a grade is applied from the rubric scorecard it will appear in the *Grade* field at the top right corner of the document viewer.

To continue grading other student papers with the expanded rubric open in another browser window, click on the next arrow at the top right of the document viewer or use the paper list drop down to select a specific paper.

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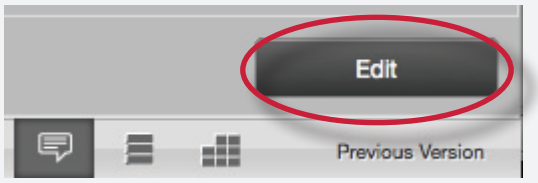
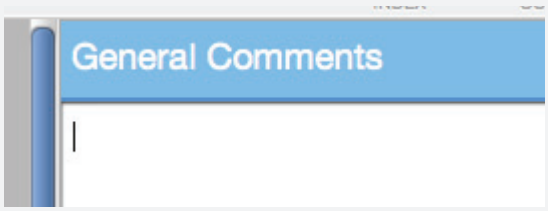
General Comments

An instructor is able to write a general comment or leave a voice comment regarding a paper. The general comment tool allows for a longer, less area-specific feedback to be provided to the paper's author.

To add a general comment:	
1. Click on the general comments icon at the bottom of the GradeMark sidebar.	
2. Click on the *Edit* button	
3. Type in the comment within the provided text box	
4. Click *Save* to save your comment	

The general text comment will be part of the printable version of the GradeMark page for student users.

Note: The General Comments sidebar is the default sidebar that students see when they open up their paper in GradeMark.

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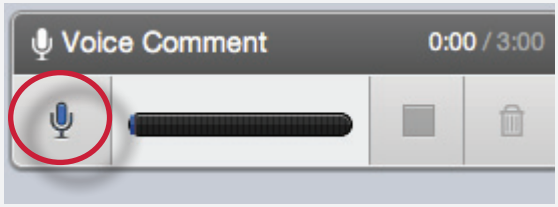
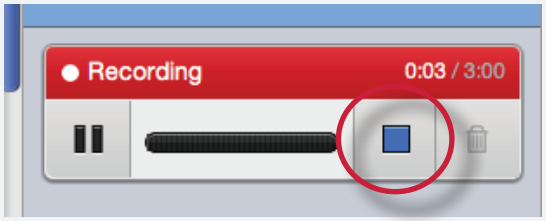
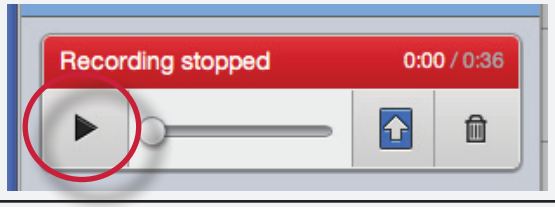
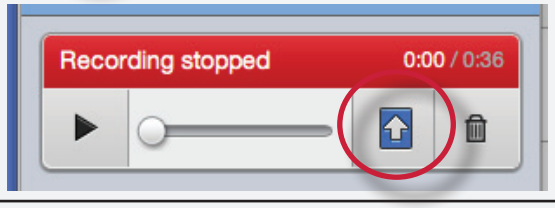
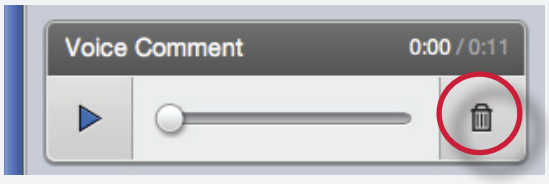
Voice Comment

Instructors are able to leave a voice comment on the student's paper from within the General Comments sidebar. Just like the written general comment the voice comment allows the instructor to leave an extended comment about the paper as a whole. To leave a voice comment the instructor must first navigate to the General Comments sidebar and have a computer microphone available.

To add a voice comment:	
1. Click on the general comments icon at the bottom of the GradeMark sidebar.	
2. Click on the record button to begin recording the voice comment Note: An Adobe Flash player settings pop-up will appear asking for permission to allow Turnitin to use the computer's microphone. Select allow to be able to record a voice comment	
3. Once you have finished recording your voice comment click on the stop button to stop recording Note: A voice comment can be up to three minutes long. The length of the recording is noted in the top right corner of the Recording section	
4. To play back the recording before saving it click on the play button	
5. To save the voice comment click on the save icon	
6. If you would like to rerecord a voice comment after a voice comment was already saved, you must first delete the current voice comment by clicking on the trash can icon and then repeat steps 2-5	

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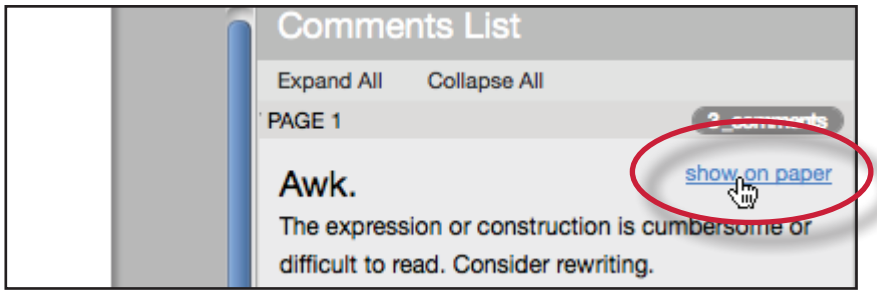
Additional Functions

The Comment List

The list of all marks that have been added to a paper can be viewed by clicking the comment list icon at the bottom of the GradeMark sidebar.

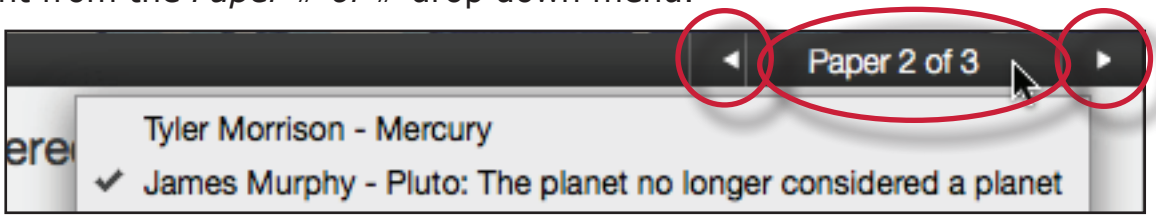
The list of comments can be used to navigate to the location of a comment on the paper by hovering the cursor over a mark in the comment list and then clicking on the *show on paper* link that appears.



Navigation Between Papers

An instructor grading several papers may need to move to the next or previous paper without returning to the inbox and re-launching the GradeMark interface.

The *previous paper* and *next paper* arrows at the top of each paper in the document viewer allow the instructor to continue grading without returning to the assignment inbox. Each time the instructor moves between papers, any changes that have been made to the papers are saved automatically. An instructor may select a specific student from the *Paper # of #* drop down menu.



Entering a Grade

A numeric grade may be manually entered for a paper by clicking the *Grade* box at the top right of the paper, which opens a text box to enter the grade into. The Grade field automatically displays a -- for the grade until a grade is entered. Grades entered in this field will be saved to the GradeBook.

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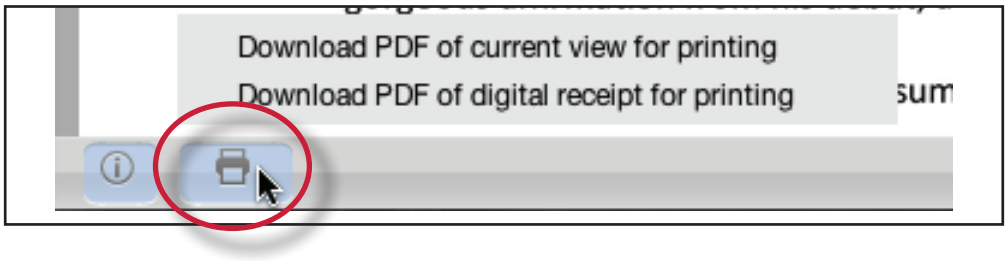
Note: If a rubric has been attached to the assignment, a grade will be automatically entered in the grade field if the Rubric percentage is applied to the assignments total point value.

Printing

The GradeMark interface is not designed to be printed from the primary GradeMark screen. To download and print a paper with a full comment list and any rubric information, use the *print* icon at the bottom left of the GradeMark window.

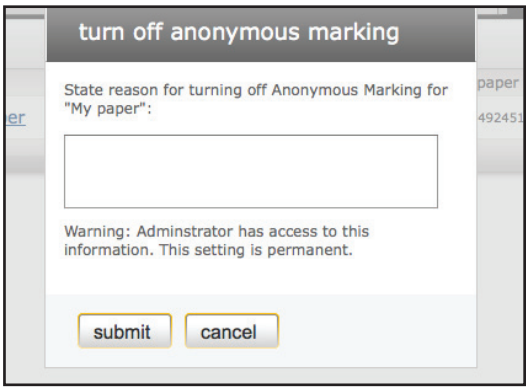


A printable PDF version of the paper will be saved to your computer. Use the print menu from within your computer's default pdf viewing application to print the GradeMark paper.

Anonymous Marking

If anonymous marking is enabled, the GradeMark screen will no longer display the author's name. Instead, the Anonymous Marking enabled button will replace the author's name.

To reveal the author's name click on the Anonymous Marking Enabled button. The *turn off anonymous marking* prompt will open asking the instructor to state the reason for turning off anonymous marking.


turn off anonymous marking
State reason for turning off Anonymous Marking for "My paper":
Warning: Adminstrator has access to this information. This setting is permanent.
submit
cancel

Explain why anonymous marking is being disabled for the paper within the text box, then click *submit.* The author's name will be revealed.

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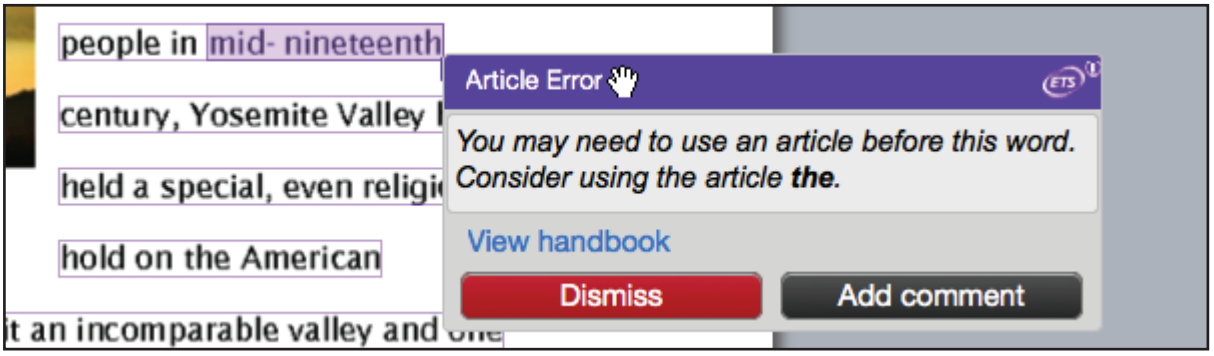
e-rater® Grammar Check Technology

The *e-rater* grammar feedback technology, developed by ETS®, automatically checks submissions to an assignment for grammar, usage, mechanics, style and spelling errors; providing in depth feedback with on paper marks. To use *e-rater* technology for an assignment it must be enabled during assignment creation.

When viewing a paper in GradeMark for an assignment with *e-rater* settings enabled, *e-rater* technology will load the grammar and spelling marks once GradeMark opens in the document viewer.

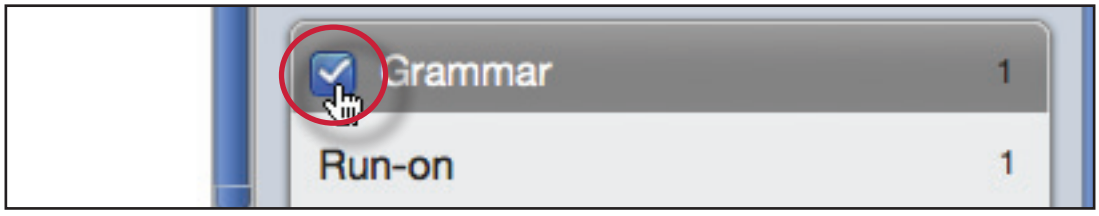
Note: It may take up to a minute for the *e-rater* feedback to load onto the paper.

The *e-rater* feedback appears on the paper as purple comments. Hover the cursor over the mark to view the description of the *e-rater* feedback.


people in mid- nineteenth
century, Yosemite Valley
held a special, even religi
hold on the American
it an incomparable valley and
Article Error
You may need to use an article before this word. Consider using the article the.
View handbook
Dismiss
Add comment

The *e-rater* sidebar in GradeMark displays the five *e-rater* trait categories and the number of each type of mark found for the paper. To view the ETS sidebar click on the ETS icon at the bottom of the sidebar.

The *e-rater* sidebar displays each feedback category, a list of the traits for the category and the number of marks for each trait. The marks for a category can be hidden from the paper by removing the tick from the tick box next to the category name.



During assignment creation instructors can select which categories are hidden by default for all papers submitted to the assignment.

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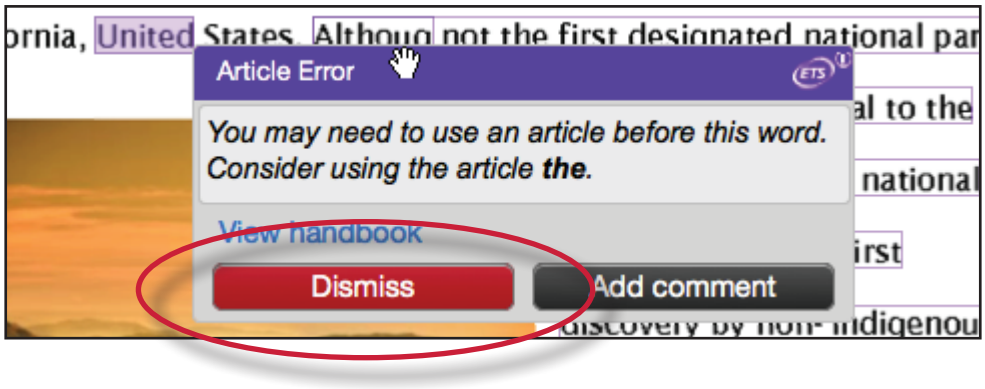
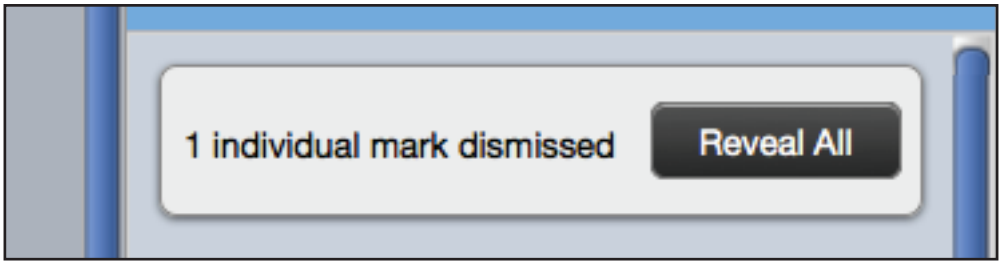
To dismiss a mark from the paper hover over the mark and click on the *Dismiss* button.



If *e-rater* marks were dismissed from the paper the top of the sidebar will track the # of dismissed marks. The instructor can restore the dismissed marks to the paper by clicking on the *Reveal All* button.



To add an additional comment to the *e-rater* mark hover over the mark and click on the *Add comment* button.

A text box will appear below the mark description. Enter the comment in the text box and click *Save* to add the comment to the *e-rater* mark.

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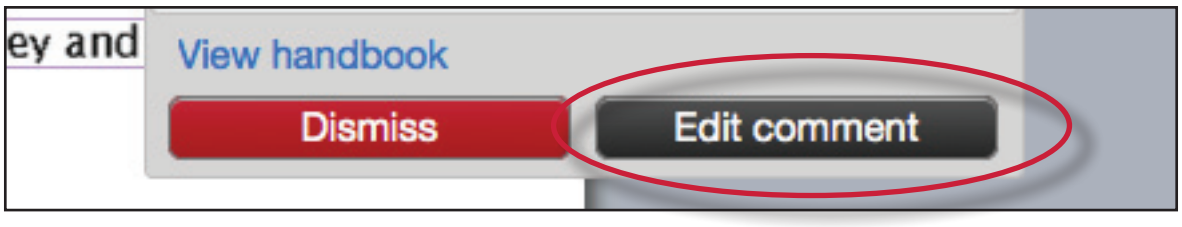
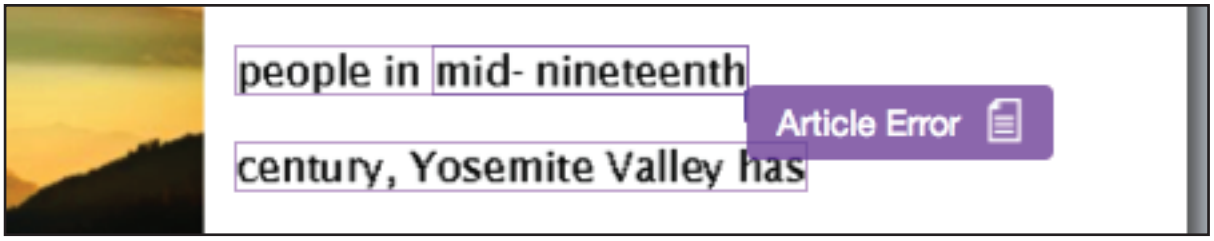
Comments added to e-rater marks can be edited by hovering over the mark and clicking on the edit comment button.



An icon appears next to the *e-rater* mark's title informing the student or the instructor that there is an additional comment within this mark.



Student Engagement

Once the papers submitted to an assignment are graded, instructors can view student engagement with the graded papers. An icon of a person with a check mark will appear within the response column in the assignment inbox for each student who reviewed their graded paper in GradeMark for longer than 30 seconds.

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What you will learn.
Our environment is th
world around us. We, as hu
both live in and form part
environment. We are affected
and changing

TurnitinUK Instructor User Manual

Chapter 5: GradeBook

Updated May 30, 2012

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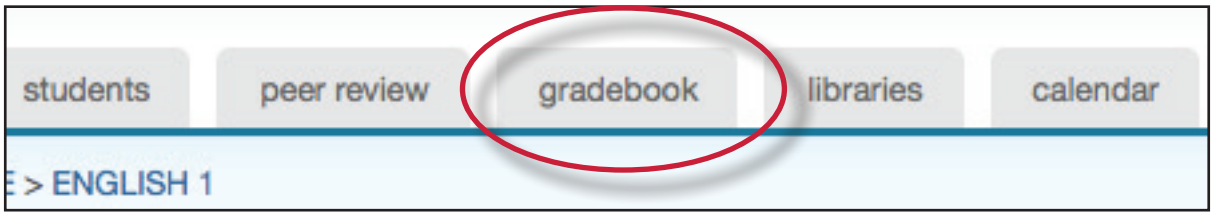
Introduction

The GradeBook product allows an instructor to track student grades and attendance for a class. To access the GradeBook, click on the *gradebook tab*.

Students enrolled in the class appear in the left column of the class GradeBook. TurnitinUK assignments for the class are listed along the top of the GradeBook view.

There are multiple methods that allow an instructor to enter grades into the GradeBook. Grades may be entered directly from the GradeBook from the main gradebook window or from the assignment and student pages. The GradeBook will also accept grades entered for papers and peer reviews outside of the GradeBook. For example, an instructor can enter grades using GradeMark, a GradeMark rubric scoring card, or for Peer Review assignments. Student grades may also be entered when viewing a student paper from the assignment inbox.



Areas of the TurnitinUK GradeBook

- **attendance** - instructors can check a box indicating an absence or late arrival for a student on a specific date
- **add entry** - create a new entry on TurnitinUK for an assignment not created in TurnitinUK
- **prefs** - instructors may set the specific grading format for a course
- **key** - opens an informative pop-up window that displays the meaning of all information on the GradeBook page
- **graphs** - statistical graphs that can be used to display student and class performance
- **scale** - used by an instructor to weigh the value of assignments as part of the possible total number of points in the class
- **export** - download a Microsoft Excel spreadsheet version of the current GradeBook
- **grade** - access to the grading page for a specific assignment
- **assignment name** - click on an assignment name to access further information about this assignment and the grades given in the assignment as well as statistics

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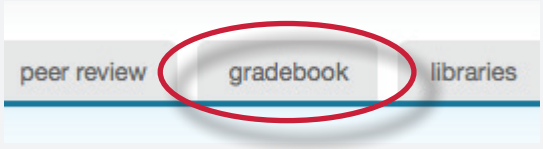
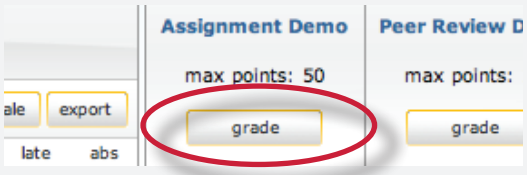
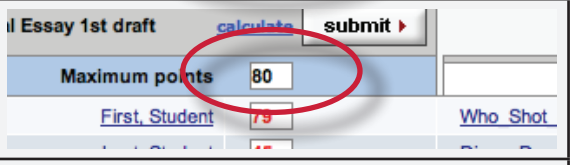
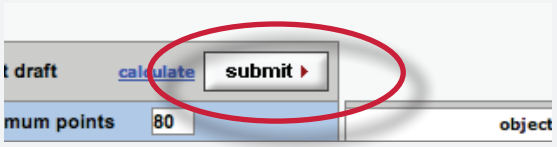
Point Values

Each assignment in GradeBook carries an assigned point value. From the GradeBook, an instructor can add a point value to an assignment or adjust the point value for an assignment at any time.

The GradeBook assignment point value can be overridden by the GradeMark rubric scorecard point value. Please see more information under Chapter 4: GradeMark, in the Rubric Scorecard section.

1. To add or modify the point value of an existing assignment:	
1. Enter the GradeBook for the class by clicking on the *gradebook* tab	
2. Click the *grade* button beneath an assignment to open the GradeBook assignment page	
3. Enter the desired value in the maximum points field	
4. Click submit to save the new assignment value	

Adding Entries

Assignments that have been added to TurnitinUK such as paper assignments, peer reviews, and revision assignments are automatically assigned a GradeBook entry. Any additional entries, such as in-class exams or presentations, must be added manually by the instructor.

This allows instructors to track and save grades in a single location through TurnitinUK and automatically return this information to the students on the post dates for the assignments that have been graded.

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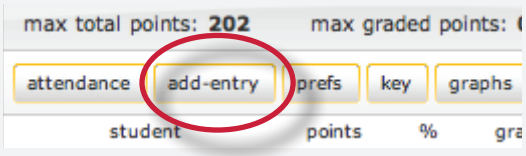
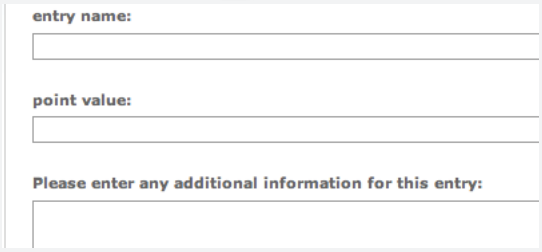
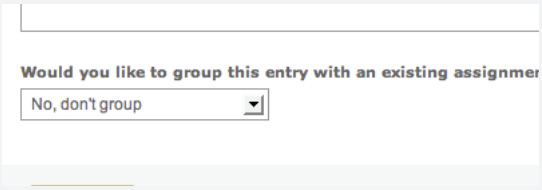
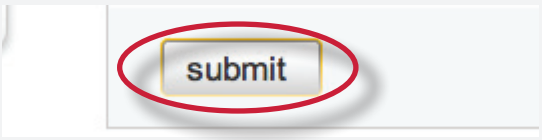
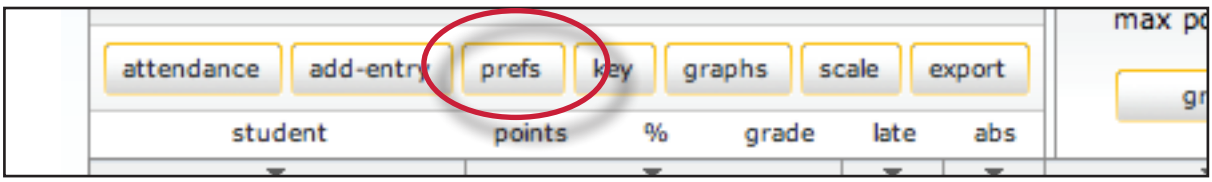
Adding an entry to GradeBook:	
1. Click the *add entry* button	
2. On the add entry page, fill in: • an entry name • a point value for the entry • (optional) additional information for the entry	
3. (Optional) To group the new entry with an existing assignment, use the pull down menu to select the assignment. Grouping an assignment places the entry in the GradeBook as a subset of the assignment selected	
4. Click submit to save the entry and add the entry to the GradeBook	

GradeBook Preferences

The preferences page allows an instructor to control the format in which the grades in the class are displayed. The available grade display options are letter, point, scale, or custom. This area also allows instructors to customise the percentage values that equate to any given grade, for example: A = 92-100%, C+ = 78-79%.

To open the GradeBook preferences page, click the *prefs* button.



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From the preferences page the instructor can select and customise how grades are displayed and the percentage value used to determine the grades. The instructor can choose to display grades as a percentage, a letter grade, or using a 4.0 scale.

If using a different grading system, the instructor can create their own grading format by selecting other and entering the percentage breakdowns and grades desired for the class.

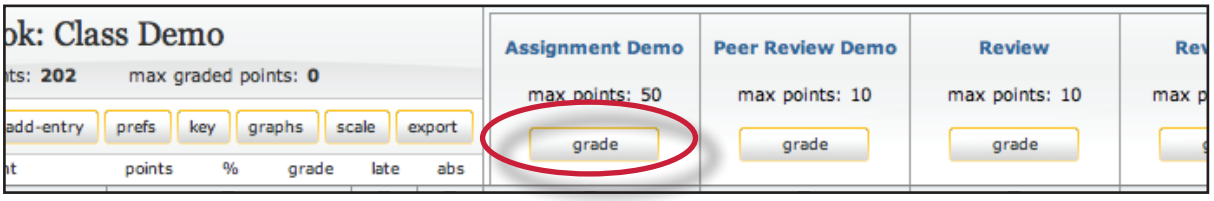
⚠ **Warning**: When creating a customised grading scale, be certain that all possible ranges of percentage are accounted for. If there are any gaps, an error message will be generated.

Once a format has been selected for the grades, determine the breakdown that should be used for each grade. If the instructor would like to import the values from another class, use the pull down menu to select the class. When the modifications are completed, click on **submit** to return to the GradeBook.

Entering Grades

Grades can be entered from the Gradebook assignment or Gradebook student pages.

The GradeBook *assignment page* lists all student submissions to an assignment. To open an assignment page, click the *grade* button beneath an assignment.



The Gradebook *student page* shows a selected student's submissions and grades. To open a student page, click on a student's name.

To grade a submission, enter an integer point value next to the submission. To view the grades before submitting them to GradeBook, click the *calculate* link.

When point values are entered, click the submit button. The grades will be entered into the GradeBook and the instructor will be returned to the GradeBook main page. The main page will display the point values entered along with the corresponding grades.

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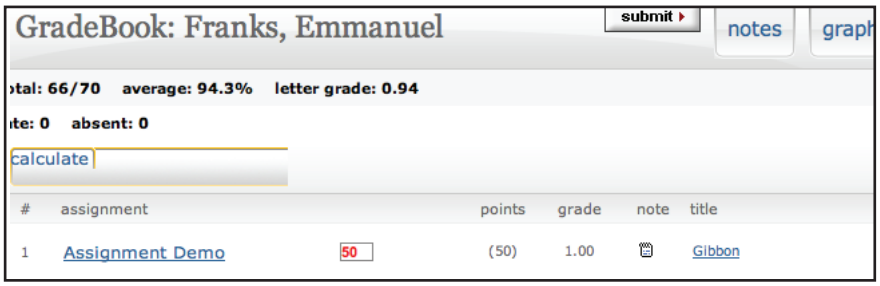
GradeBook Student Page

The top of the student grade page gives the instructor a summary of a student's grades and attendance. If the grades in the class have been scaled, an asterisk will show up next to the student's overall grades indicating that the values are scaled values.

The view can be toggled between scaled and natural grade values by using the *show totals based on:* pull down menu to select *scaled values* or *natural values*. Refer to **Scaling and Dropping Grades** in this chapter for more information on how scaled grades work in GradeBook.

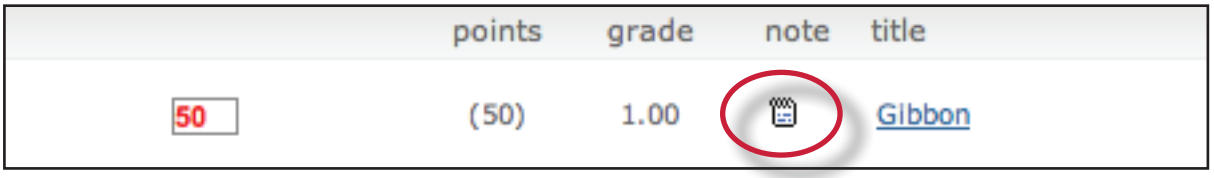


The instructor may also view the student's grades in a variety of graphical formats using our graphic tools. To access the graph displays, click on the *graphs* button for the student. For more information on using GradeBook's graph tools, please refer to the section **Graphing Tools** in this chapter.

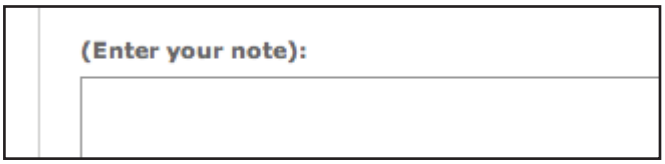
Notes

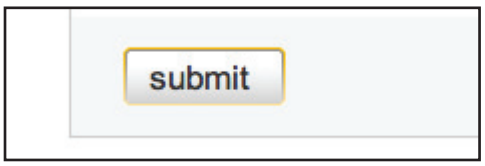
The instructor is able to send a note to a student for the grade given to the student for their submission in a particular assignment.

To enter a note for a student on an assignment, click on the note icon next to a submission.



On the note page, enter the text of the note for the student in the text box provided. Once this is complete, click *submit* to save the note making it viewable for the student.





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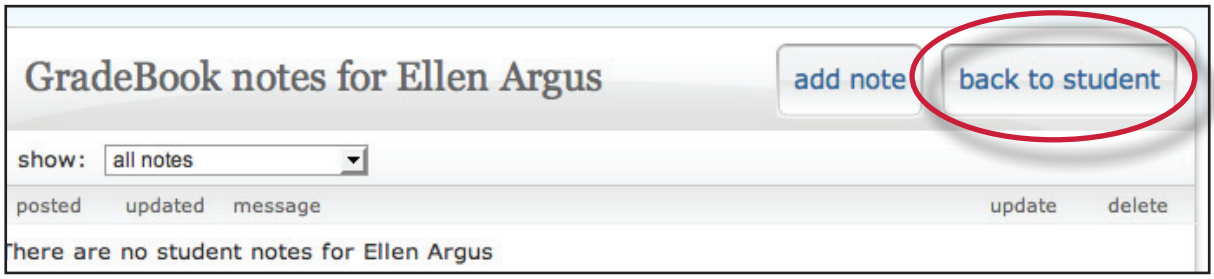
The instructor is also able to enter a general note for a student from the student notes page. To open the note page, click the *notes* button.

From the student notes page, add a general note by clicking the *add note* button.

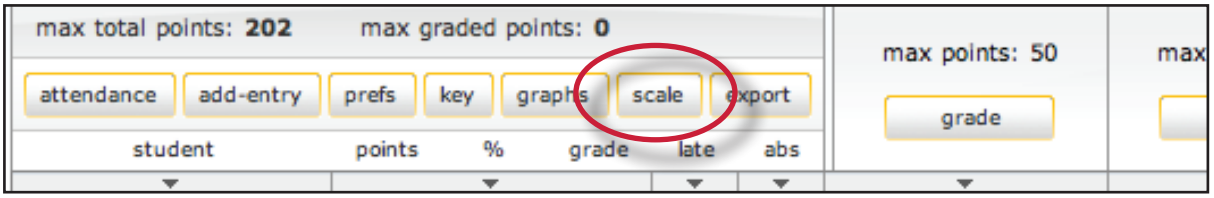
From the student notes page, the instructor can also perform these actions:

- toggle between viewing assignment specific and general notes using the show pull down and selecting *all notes*, *assignment notes only*, or *class notes only*
- update and delete notes by clicking on the icons under the update or delete columns
- return to the student's grade page by clicking on the *back to student* button


GradeBook notes for Ellen Argus
add note
back to student
show: all notes
posted updated message update delete
here are no student notes for Ellen Argus

Scaling and Dropping Grades

With Gradebook the instructor can scale grades in the class and recalculate them instantly. The instructor may also select whether to drop the lowest grade for each student in the class. To open the scale page, click the *scale* button on the GradeBook main page.



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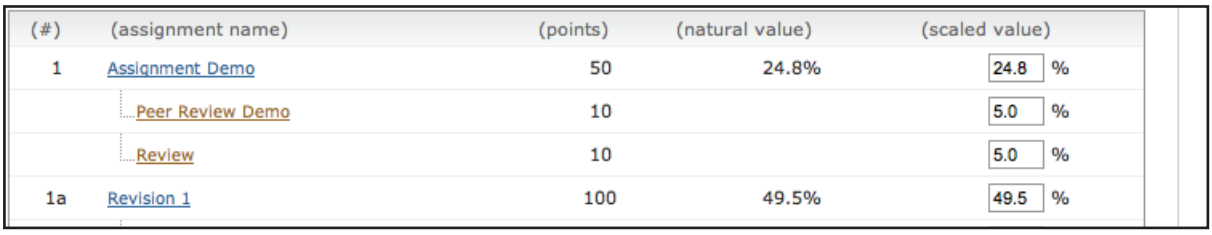
The scale pages shows all of the instructor's assignments and entries along with the assignment point values. The natural value column shows the value of the assignment without scaling. For example, if the GradeBook shows four assignments each with a 100 point value, the natural value of each would be 25%.

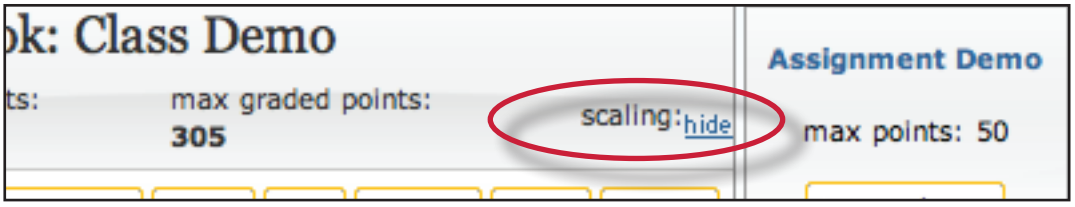


(#)	(assignment name)	(points)	(natural value)	(scaled value)
1	Assignment Demo	50	24.8%	24.8 %
	Peer Review Demo	10		5.0 %
	Review	10		5.0 %
1a	Revision 1	100	49.5%	49.5 %

To increase or decrease value of an assignment, enter a new value in the scaled value field. Make sure the values total to 100% by the end of the class. To view the new scaled grades, click on *submit* to be returned to the main GradeBook view where the scaled values are now displayed.

Warning: Scaling grades does not change the point values of assignments. Scaling grades creates new values for assignments relative to each other and the total value of all assignments in the class. These relative values are reflected in the total percentage and final grades only.

The GradeBook will now display grades based on the new scaled values entered by the instructor. To view the grades based on their natural value, click the *scaling: hide* link. Changes can be made to scaled values by returning to the scale tab and adjusting the grading scale.



Dropping Grades

An instructor can automatically drop the lowest grade for all students in a class.

To drop the lowest grade, go to the *scale* page and from the drop down menu labeled *drop lowest grade for all students?* select *yes.*

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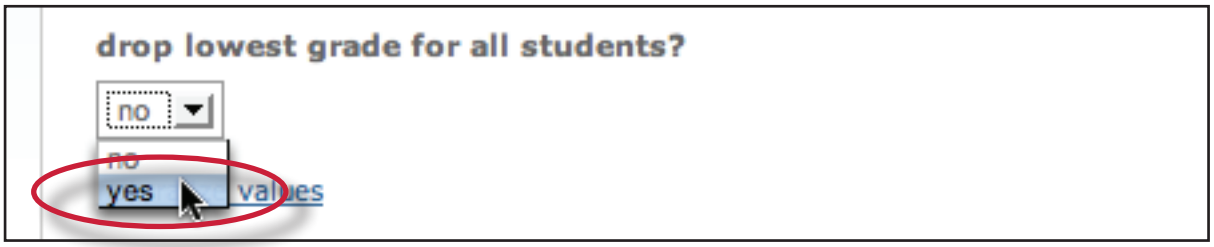
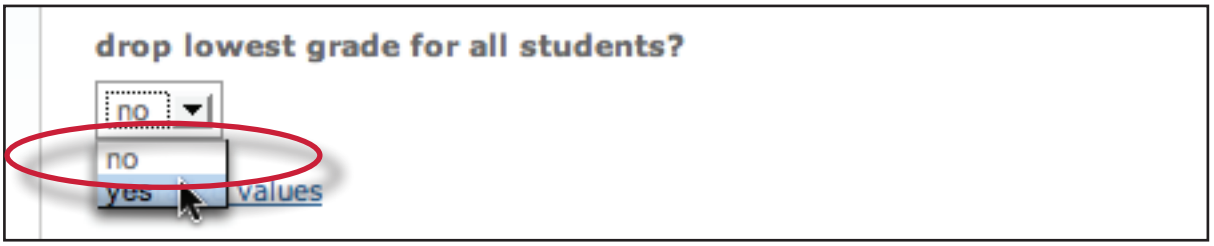
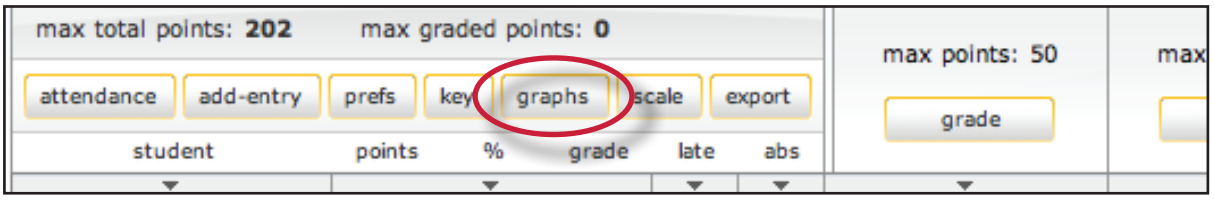


When the lowest grade has been dropped, each student's lowest grade is marked in GradeBook by placing the grade in a highlighting square. These grades can be reinstated at any time by returning to the scaling page and changing the *drop lowest grade for all students* drop-down menu to *no*.



Graphing Tools

With TurnitinUK's graphing tools, an instructor can effectively track class and student performance. To access GradeBook's graphing tools, click the *graphs* button on the main page of the GradeBook for the class.



On the graphs page, use the *show*: pull down menu to choose what type of graph to display. The graph types available are:

- graphs showing class performance for all assignments
- graphs showing class performance for one assignment
- graphs showing performance of a student for all assignments or one assignment
- a graph comparing the performance of a student to the rest of a class

Most graphs are available in a line graph or as a pie chart.

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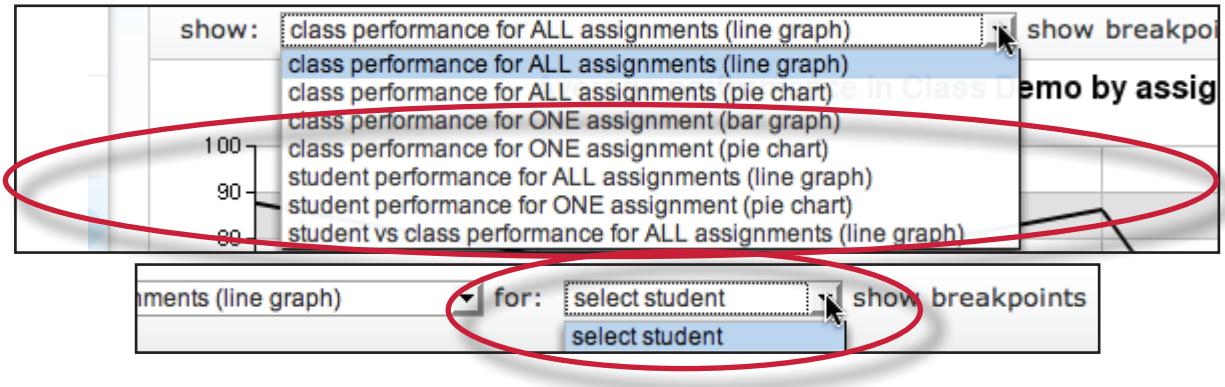
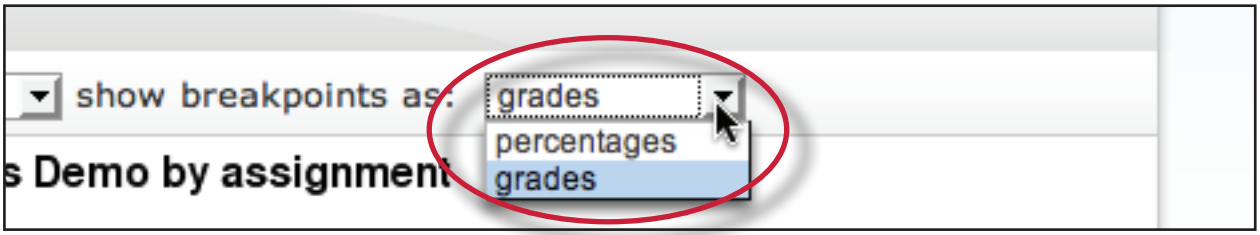
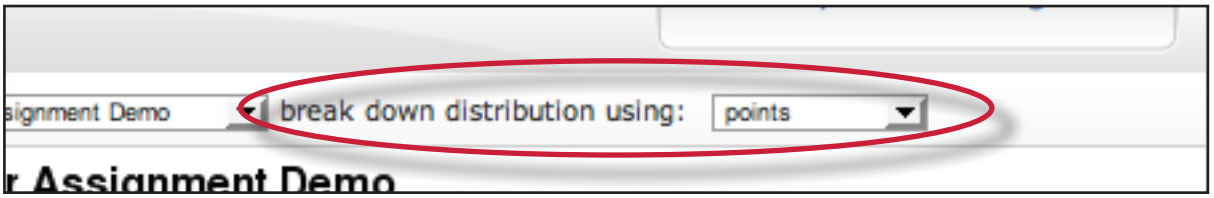
When a graph for student performance or assignment performance is selected, a new pull down menu will appear labeled as *for:*, and the instructor will need to select a student or assignment to display, depending on the graph type that is being viewed.


show:
class performance for ALL assignments (line graph)
class performance for ALL assignments (line graph)
class performance for ALL assignments (pie chart)
class performance for ONE assignment (bar graph)
class performance for ONE assignment (pie chart)
student performance for ALL assignments (line graph)
student performance for ONE assignment (pie chart)
student vs class performance for ALL assignments (line graph)
show breakpoi
100
90
80
for:
select student
select student
show breakpoints

When viewing a line graph, the user has the option of showing grades instead of showing percentages. To show grades, use the *show breakpoints as:* pull down menu and select *grades*. To hide the grades and only display percentages, select *percentages*.

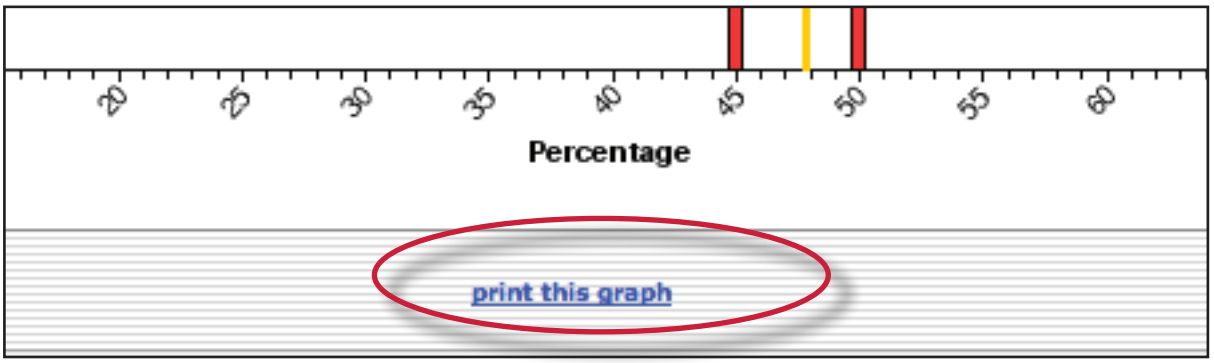


When viewing a bar graph for class performance in an assignment, an option is provided for viewing percentages or points. Use the *break down distribution using:* pull down and select *percentages* or *points* to change this option.



Printing Graphs

All of the GradeBook graphs are printer friendly. To view a graph in print format, click the *print view* link below the graph. This will open a separate window. Use the browser print command to print the selected graph.



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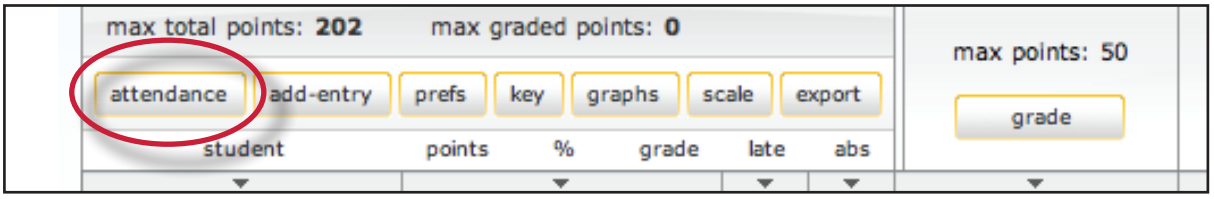
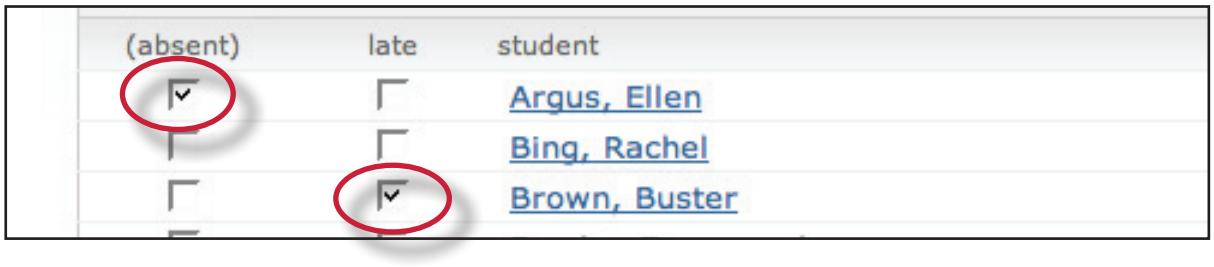
Attendance

An instructor can use the GradeBook to track student late arrivals and attendance by using the attendance page. To open the attendance page, click the attendance button on the GradeBook main page.

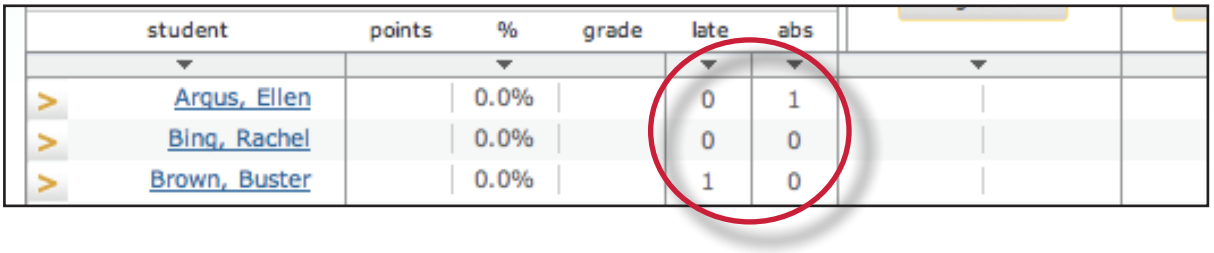


The attendance form lists students enrolled in the class. The top of the form shows the current date. To mark an absence or tardy for a different date, use the pull down menus to select the date to record attendances or late arrivals for.

To mark a late or absent student, click the check-box to the right of the student name in the correct column.



Once all student absence or late arrivals are recorded for the selected date, click on the submit button to save the information. Absences and late arrival totals show up on the GradeBook main page for all students.



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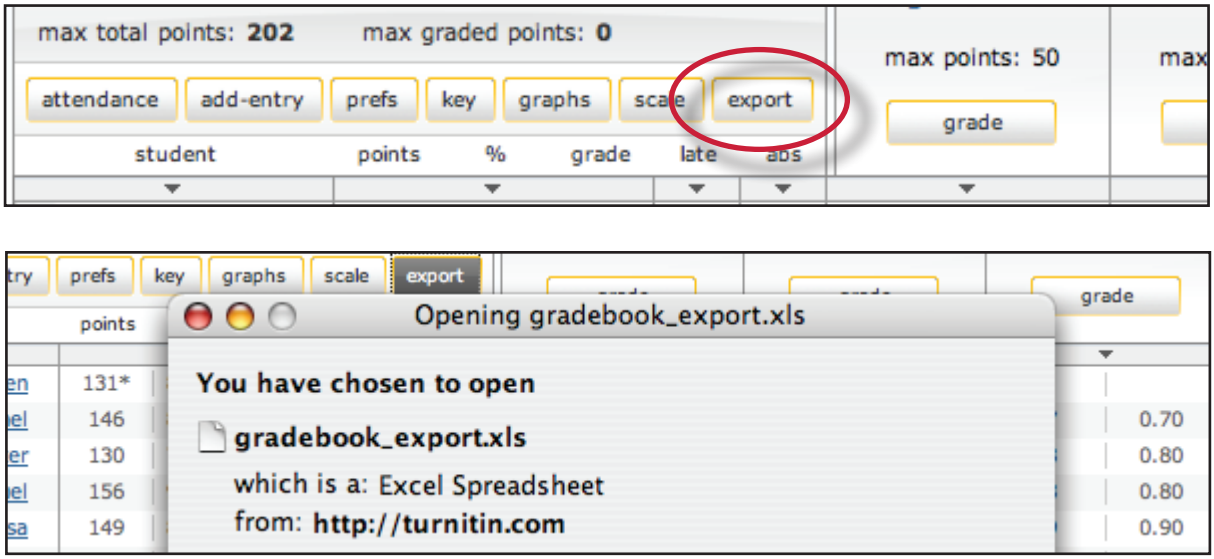
Exporting from GradeBook

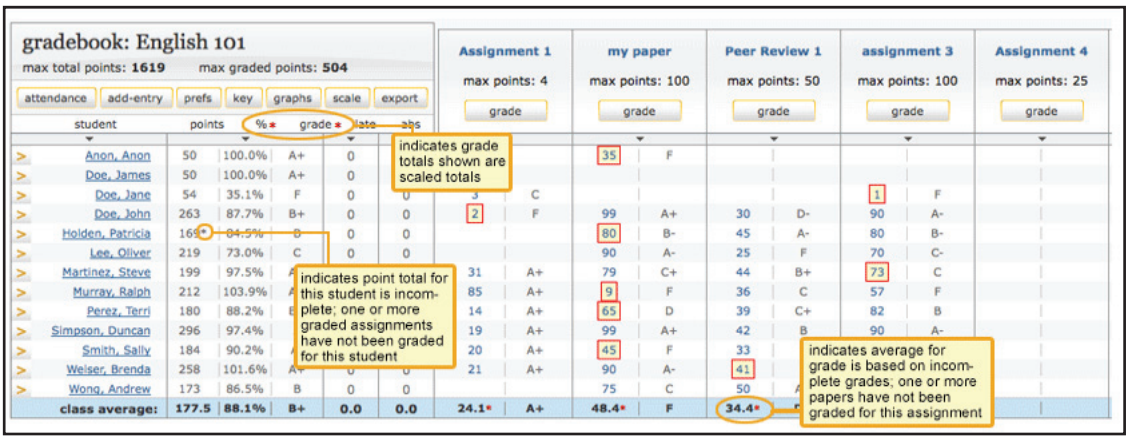
An instructor can save an offline copy of the grades entered in the TurnitinUK GradeBook for a class. The GradeBook information can be exported as a Microsoft Excel® spreadsheet.

To export GradeBook information, click the *export* button on the GradeBook menu page. This will create the spreadsheet and initiate a download of the GradeBook data to the instructor's computer.



GradeBook Key

Click the key tab to view a visual key explaining the meaning of the asterisks and other indicators that can appear on the GradeBook page for an instructor.


gradebook: English 101
max total points: 1619
max graded points: 504
Assignment 1
my paper
Peer Review 1
assignment 3
Assignment 4
indicates grade totals shown are scaled totals
indicates point total for this student is incomplete; one or more graded assignments have not been graded for this student
indicates average for grade is based on incomplete grades; one or more papers have not been graded for this assignment

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What you will learn.
Our environment is th
world around us. We, as hu
both live in and form part
environment. We are affected
and changing

TurnitinUK Instructor User Manual
Chapter 6: Class Calendar

Updated May 30, 2012

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Introduction

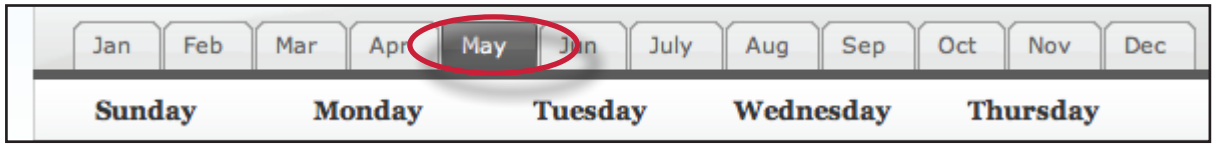
The class calendar automatically tracks important dates for the Turnitin2 assignments created in a class. It also allows an instructor to add class notes, announcements, and holidays. If an instructor has prepared a syllabus document for the class, the instructor can also upload the class syllabus to the calendar area.

Students access information posted to the class calendar from the student class calendar option that is available to students on the class homepage.

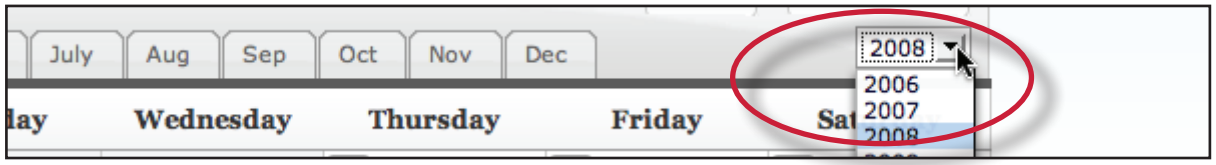
Accessing the Class Calendar

To access the class calendar, the instructor must log into Turnitin2 and click on the class name to enter the class. Once the class is open, click on the *calendar* tab to open the class calendar.

When the calendar opens it will display the current month and year. The instructor can move between months of the year by clicking on the month tabs along the top of the calendar.

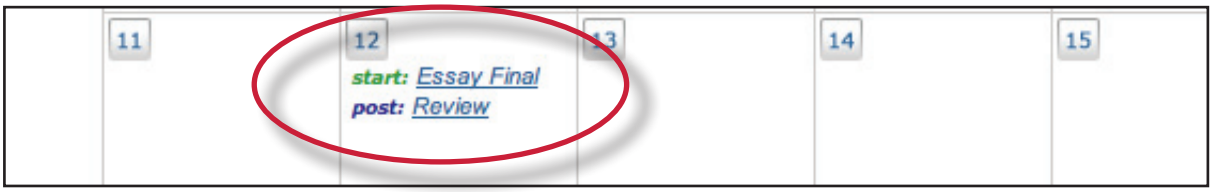


To change the year view, use the *year* pull down menu to select a year to view.



Assignment Dates

Assignments and peer reviews created by an instructor automatically become part of the class calendar. A link appears for each assignment's date. The link displays the assignment or peer review title. To view a summary of an assignment or review, click on the assignment or review title on the class calendar.



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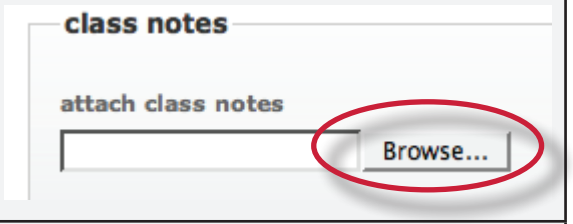
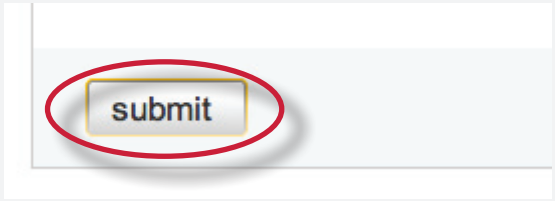
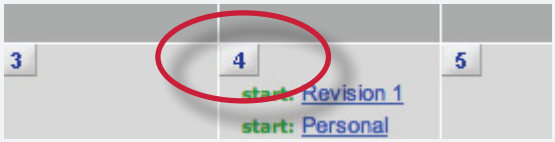
Calendar Entries

Class Notes - class notes uploaded to the calendar are accessible to students enrolled in a class. The instructor can add a single set of notes to a calendar date or can upload notes for multiple dates using the bulk upload feature.

To add a single class note document:	
1. Click on the *date* on the calendar for the day the note pertains to	
2. From the calendar entry page, click *Browse* to select a note document to upload. Accepted file types are Microsoft Word, Corel WordPerfect, RTF, PDF, plain text, and HTML	
3. Click *submit* to upload the note to the class calendar	

Adding multiple sets of class notes by using bulk upload:	
1. Click on the *date* on the calendar for the day the note pertains to	
2. From the calendar entry page, click the *bulk upload* link	
3. Click the *Browse* button and locate a note document to upload	

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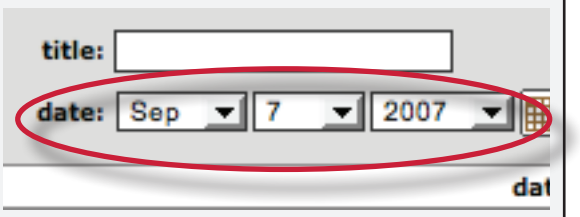
Adding multiple sets of class notes by using bulk upload:	
4. Enter a title for the selected note document	
5. Select the date to associate the note document with	
6. Click *attach* to add this note as part of the bulk upload	
7. Repeat steps 3 to 5 for each set of notes to add to the calendar	
8. When done adding note documents to the bulk upload, click the *submit* button to upload the notes to the calendar	

A notes icon will appear on the appropriate date on the class calendar for each set of notes that were submitted. To display a note, click on the note pad icon for a date.

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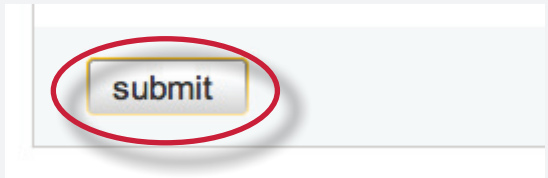
Announcements

Announcements can be added to the class calendar by the instructor. Students will see an announcement icon and be able to view the announcement by clicking on the icon after the student accesses the class calendar page for the class.

Adding an announcement to the calendar:	
1. Click on the *date* on the calendar for the day the announcement pertains to	
2. On the calendar entry page, enter a title and additional information for the announcement	
3. Click *submit* to add the announcement to the class calendar	

An announcement icon will appear on the class calendar along with a linked announcement title. Students or the instructor can view the full announcement detail by clicking on the link.

To delete an existing announcement, click on the date of the announcement. The screen will display all announcements that have been added to the selected date.

To delete an announcement click on the red **x** icon to the right of the announcement.

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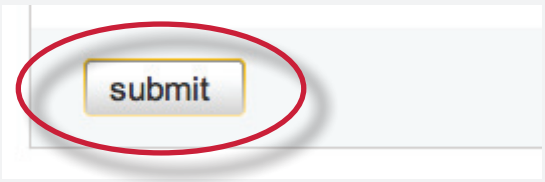
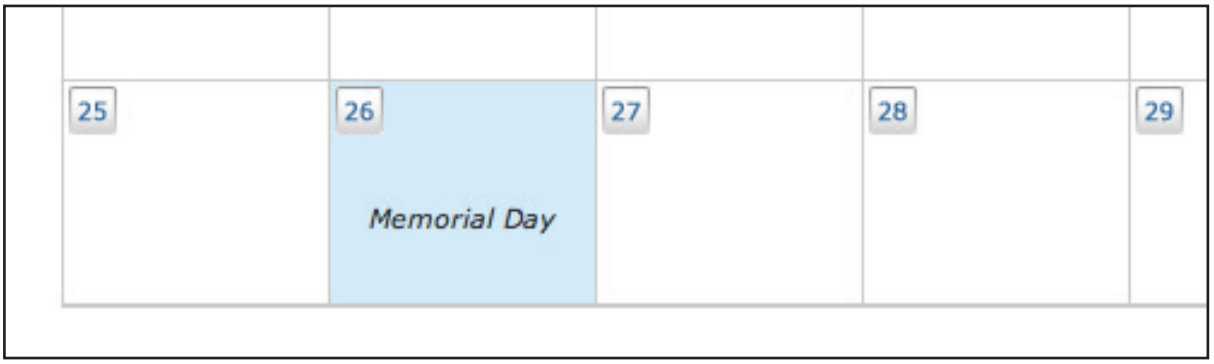
Holidays

From the entry page, holidays can be added to the class calendar. If the class does not meet on a specified holiday, it can be designated as a day off.

To add a holiday to the calendar:	
1. Click on the *date* on the calendar for the day the holiday pertains to	
2. On the calendar entry page, enter a name for the holiday in the holiday field	
4. Click submit to save the holiday onto the calendar	

The name for the holiday will appear on the class calendar and the day will be given a light blue highlight for emphasis.



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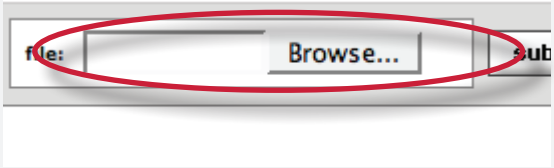
Uploading a Syllabus

If a class syllabus has been written, an instructor can upload it to the class calendar. Students can view and download the syllabus from the student view of the class calendar.

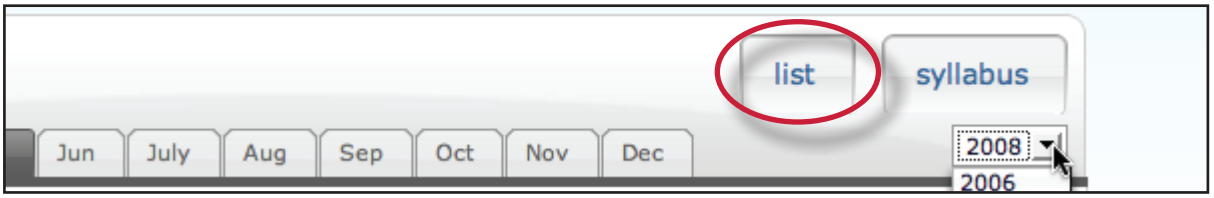
To upload a syllabus:	
1. Click the *syllabus* button on the class calendar page	
2. From the syllabus page click the Browse button and locate the file to upload. Accepted file types are Microsoft Word, Corel WordPerfect, RTF, PDF, plain text, and HTML	
3. Click submit to add the document as the class syllabus	

The syllabus will be posted to the syllabus page. If another syllabus is posted it will replace and overwrite the current syllabus. Only a single document at a time will be available on the class syllabus page.

Calendar List

The calendar can also be viewed in list mode. The list mode displays all assignments and entries for the current calendar year. Dates that do not have assignments or entries are excluded from the list.

To switch to the calendar list, click the list button on the calendar.



The calendar list mode works similarly to the calendar mode. Any item can be viewed by clicking on it. To update an item, click the *update* icon to the right of the item.

To switch back to the calendar view, click the *calendar mode* button.

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What you will learn.
Our environment is th
world around us. We, as hu
both live in and form part
environment. We are affected
and changing

TurnitinUK Instructor User Manual

Chapter 7: Discussion Boards

Updated May 30, 2012

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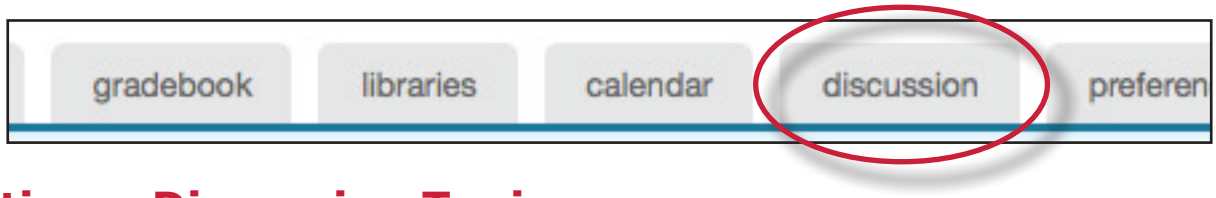
Introduction

Discussion boards give students the chance to participate in peer discussions using the online discussion board feature in TurnitinUK. The class discussion board allows students to suggest topics for approval by the instructor, reply to topics posted by the instructor, and reply to the posts made by students or instructors in a moderated discussion environment.

Accessing Class Discussion Boards

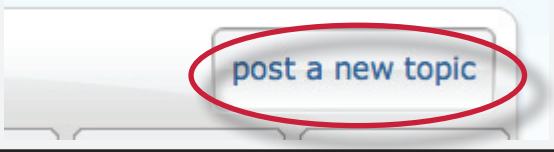
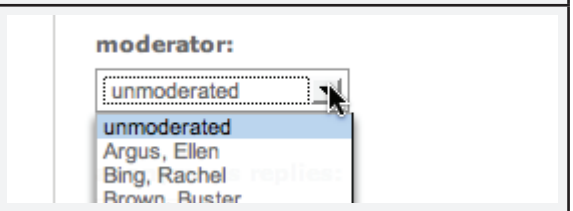
The class discussion board is available from the class homepage *discussion* tab. The account administrator for the institution may disable this feature or the feature may not be in use. If the discussion link is not available it has been disabled.

If the discussion board tab is available, access the class discussion board by clicking on the *discussion* tab.



Posting a Discussion Topic

Before students are able to use the discussion board, the instructor must create and post a discussion topic. Students may also submit discussion topics, but these discussion topics only become active or visible to other students if the instructor approves these topics.

How to post a new discussion topic:	
1. From the discussion board page click on the *post a new topic* button	
2. Enter the topic information: • topic title (required) • topic description (optional)	
3. Choose a start and end date for the topic. Students will not be able to post to a discussion before the start date or after the end date	
4. Choose whether the topic will be moderated. If so, the instructor remains the moderator or may appoint a student enrolled in the class as moderator for the discussion	

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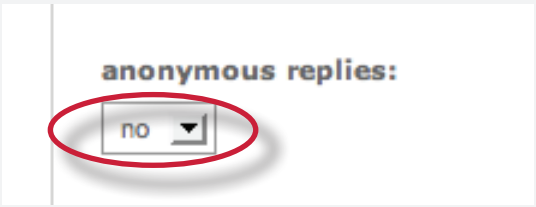
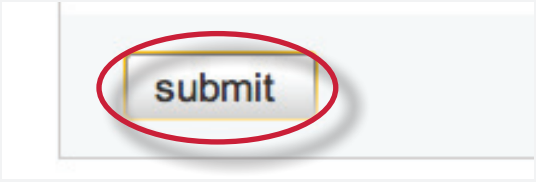
How to post a new discussion topic:	
Warning: When a discussion is moderated, students cannot read new posts until they have been approved by the moderator. Refer to the section Moderation in this chapter for more information	
5. Choose whether replies will be anonymous or attributed. If yes is selected for anonymous reply, only the instructor will be able to see the user information of the person who made a particular reply	
6. Click submit to add the new topic to the class discussion board. The discussion will not accept student posts until the start date	

Once the start date of the topic has been reached, students can log in, view the topic, and begin discussion by posts to the discussion board.

Discussion Page Overview

The discussion page lists all discussion topics for a class. From this page the user has a quick overview of all the discussions that are ongoing or previously active in the class.

The *status* column displays if a topic is active or inactive. Active discussions still allow student posting. Inactive topics do not allow any student posts to be made unless the instructor reactivates the topic.

The *replies* column shows the total number of replies to a topic.

The *new* column shows how many replies, if any, have been posted since the user last viewed the discussion topic

If the user has selected a moderator for a topic, the *pending* column shows how many replies need to be moderated. Refer to the Moderation section in this chapter for more information on moderating a discussion topic.

The *last reply* column shows when the last reply was posted in a topic.

The *moderator* column displays the moderator for the topic, if any. If no moderator has been selected, *none* is displayed in this column.

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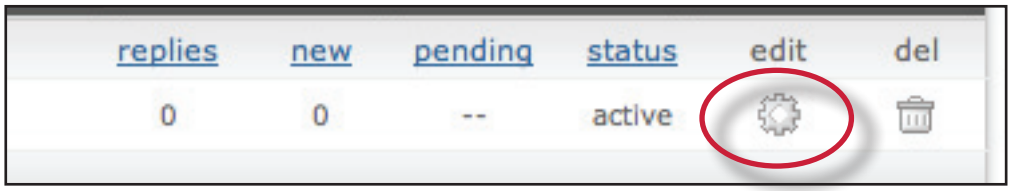
The tabs on the discussion page lets the user choose to view *all topics, active topics, pending topics, or inactive topics*. By default the view is set to *all topics*.

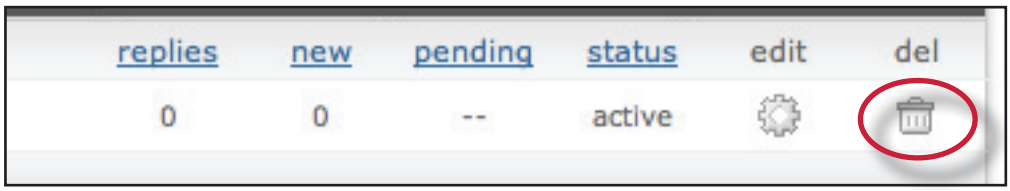
Updating a Discussion Topic

To make changes to an existing discussion topic, the instructor can access the discussion topic by clicking on the *edit* icon to the right of the topic on the discussion board.



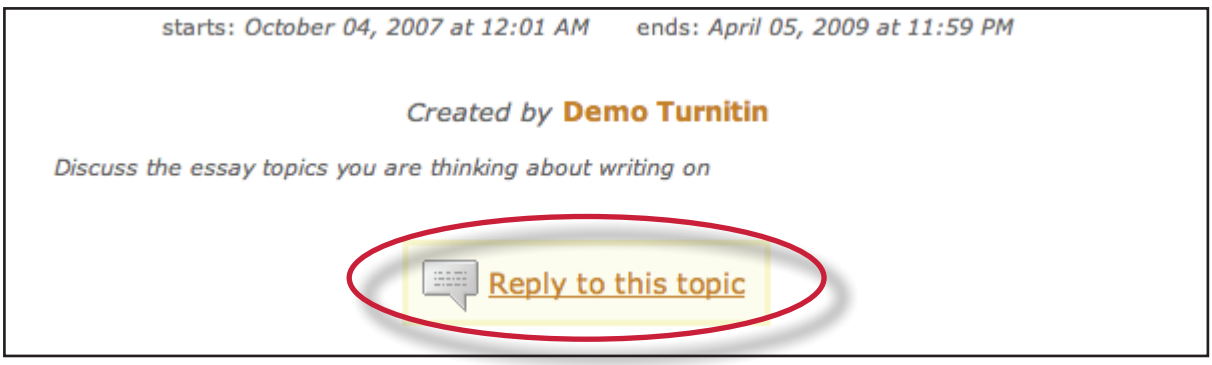
The instructor can change the topic's title, start and end date, and add or remove the anonymous reply feature. The instructor can also change the moderator status of the topic by adding, replacing, or removing the moderator from the discussion topic.

An instructor can also delete the topic by clicking on the trash can icon to the right of the topic on the discussion board.



Posting a Reply

To access a discussion and view the responses in the discussion, click the title of the topic listed on the discussion board page. This will bring the user into the detailed view of the topic. The topic is listed at the top of the page, and any responses are listed beneath the topic.


starts: October 04, 2007 at 12:01 AM
ends: April 05, 2009 at 11:59 PM
Created by Demo Turnitin
Discuss the essay topics you are thinking about writing on
Reply to this topic

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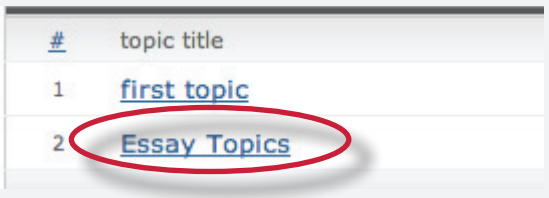
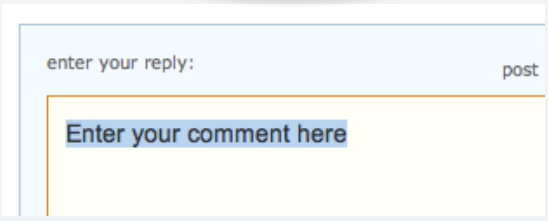
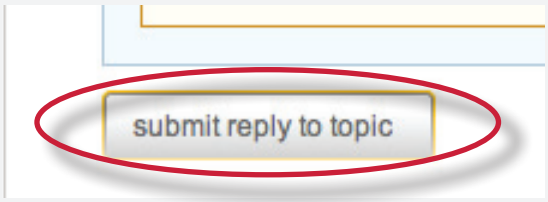
To post a reply to a topic:	
1. From the discussion board page click on the name or title of the topic to reply to	
2. Click on the *Reply to this topic* button next to the discussion topic	
3. Enter the response in the reply box provided. By default only the latest reply is shown. To display the entire thread, use the pull down menu at the top of the form and select *entire thread*	
4. Once the reply is entered, click on the *submit reply to topic* button to add the reply to the discussion	

Tip: Responses that will take more than a few minutes to type should be written in a word processor software and then copy and pasted into the reply box for the discussion board. This prevents loss of internet connection causing a lost reply to the discussion board, especially in the event of complex replies.

No images or formatting is accepted by the reply box - only text will be entered into a discussion board reply thread.

Responding to Previous Replies

Users may also respond to the replies left by other users, either instructor or student, within the same class. This encourages discussion and can help students to polish opinions and ideas with the assistance of their peers. To respond to a reply rather than to the discussion topic, use the *reply* button below the specific reply instead of the *reply to topic* button.

Deleting or Editing Responses

A response may be edited or deleted by the user who created the response, or by the instructor for the class.

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To edit a posting, click on the edit button below the post on the view of the topic.

To delete a posting, click on the delete button below the post on the view of the topic.

If a reply has been added to a post, it cannot be deleted or edited by a student. Only the moderator or instructor will be able to modify or delete the response.

Discussion Board Views

The discussion boards feature two main viewing styles - a flat view and a threaded view. These views use one basic structure but differ in other ways.

A topic thread might look like this:

Topic
1. *First response to topic*
    1.1 *Response to reply 1*
2. *Second response to topic*
    2.1 *First response to 2*
    2.2 *Second response to 2*

Flat View

The default discussion board view is the flat view. This view shows responses flat in thread order, like the example above.

With the flat view, users can view responses with or without threads. By default, the thread is shown.

For example, the following is posted:

I agree with this topic

and the student user replies with:

Why do you agree with this topic?

The posting order will show up as:

I agree with this topic.
Why do you agree with this topic?

The flat view with nested threads is the default viewing method. To view only responses and see no referenced thread, use the *show replies as* pull down menu to select *flat view with no thread* on the discussion page.

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Threaded View

The second primary view type is the threaded view. To use the threaded view, use the *show replies as* pull down menu and select *threaded view.*

When viewing a discussion using the threaded view, only the top response of each thread is shown. For example, if the discussion has this structure:

Topic
1. *First response to topic*
    1.1 *Response to reply 1*
2. *Second response to topic*
    2.1 *First response to 2*
    2.2 *Second response to 2*

the threaded view will appear as:

Topic
1. *First response to topic*
2. *Second response to topic*

Additional replies will be accessible by clicking on the *replies* link under the replies column for the selected response. The user can drill further down, opening additional layers of the thread, by following the reply links.

Viewing Replies by User

Replies can be sorted by user via use of the *show replies* pull down menu. To only view responses from a specific student user, select the name of the student from the pull down menu. Student users can also view their own responses by selecting their own name from the menu.

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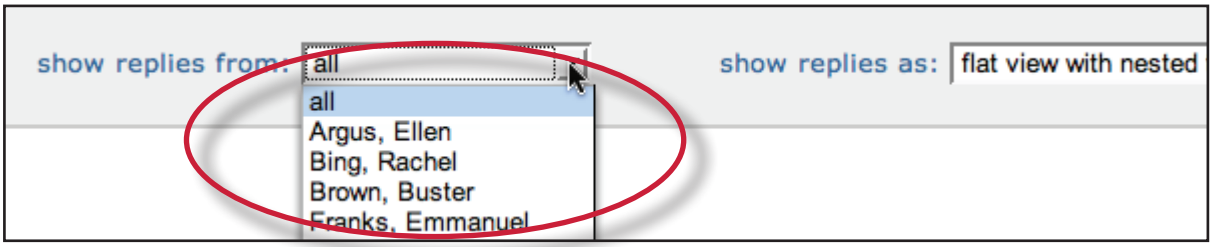


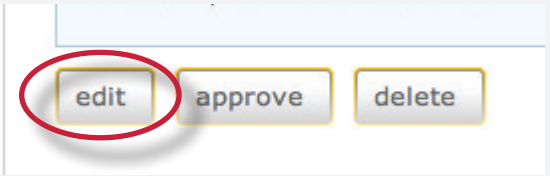
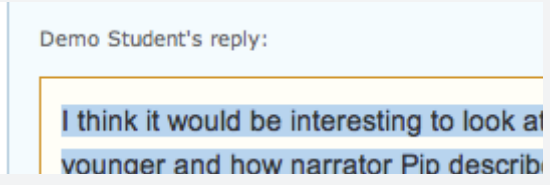
Sorting Replies

Replies on a discussion board can be sorted by status, author, reply number, date posted, and number of replies. This is accomplished by clicking on the column header for the sorting method. A single click of the column header *author* will alphabetise the reply list from A-Z. A second click of the *author* column header will organise the list from Z-A. The default organization is listed in the organizational examples earlier in this chapter.

Moderation

An instructor may choose to appoint a moderator for a discussion, or may moderate the discussion directly. The role of the moderator is to approve any and all replies made on a discussion board. Typically, this approval is used to ensure that only acceptable content is posted, that the discussion stays on topic, and that no inappropriate language is used.

If the instructor sets a student user as the discussion moderator, an e-mail is sent to notify the student of this assignment. As moderator, the student user is responsible for approving pending replies. An indicator of the number of pending replies in each discussion topic that the user is moderating is visible from the discussion board main page. If a discussion topic has pending replies, these can be viewed by clicking the discussion topic title. Pending replies will be listed at the top of the discussion.

How to moderate discussion topic replies:	
1. To edit a reply before approving it, click the *edit* button below the pending reply.	
2. Edit the reply for content if necessary. After making any edits, click on the *submit reply to topic* button to edit the reply	

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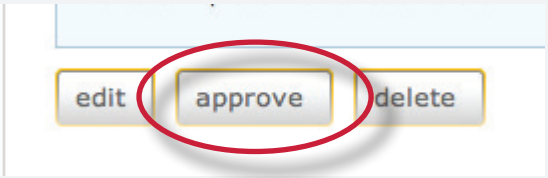
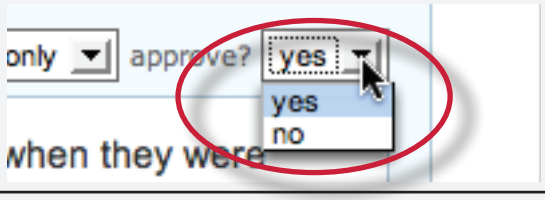
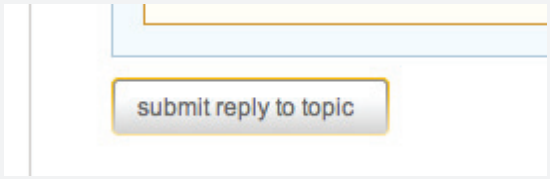
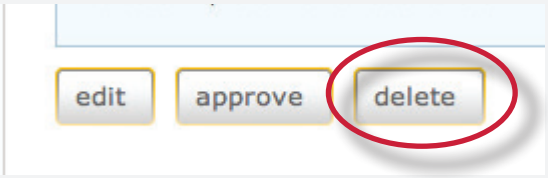
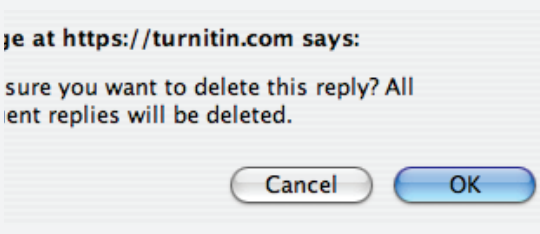
How to moderate discussion topic replies:	
3. To approve a reply, click the *approve* button below the pending reply. The pending reply will be shown	
4. Use the *approve?* pull-down menu at the top and select *yes* to approve and post the reply, or select *no* to reject the reply	
5. After selecting from the approve? pull-down menu *yes* or *no,* click on the *submit reply to topic* button to approve the reply or delete it	
6. If the reply was approved it will be posted to the discussion. If the reply was rejected, the moderator is prompted to delete the reply or save it for later	
7. The moderator can also delete a reply or a pending reply by clicking on the delete button below the reply	
8. A prompt will appear. To delete the reply click *Ok*. **Warning:** If a reply is deleted that has replies to it, all replies underneath the deleted reply will also be deleted.	

Once the reply has been approved it will be assigned a number and added into the discussion thread.

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What you will learn.
Our environment is th
world around us. We, as hu
both live in and form part
environment. We are affected
and changing

TurnitinUK Instructor User Manual
Chapter 8: Libraries

Updated May 30, 2012

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Introduction

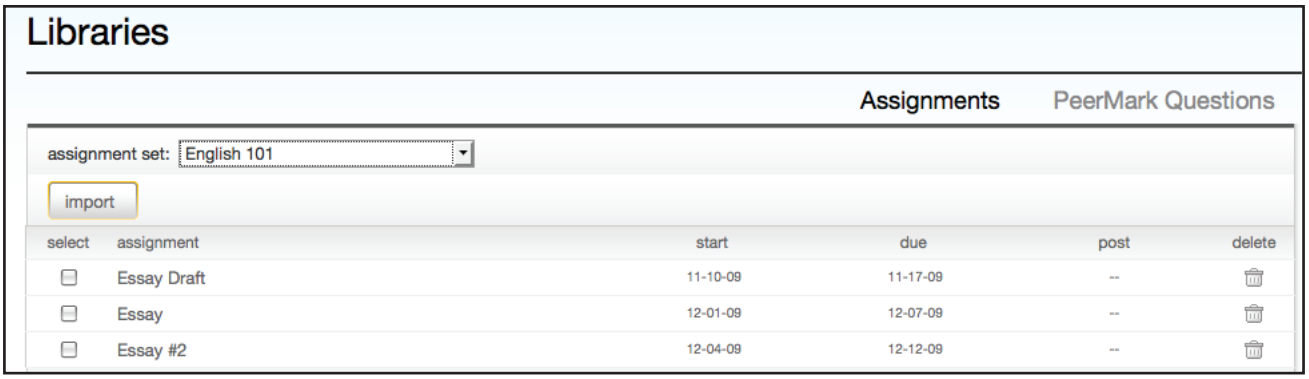
The libraries section of an instructor's TurnitinUK profile stores information from assignments and question sets that the instructor has created. The instructor can use the libraries to import assignments to new classes, manage QuickMark comments and QuickMark sets, manage rubrics, or to manage PeerMark question libraries and PeerMark assignment questions for use in new PeerMark assignments.

Accessing the Libraries

To open the library page, click on the libraries tab from within a class.

The Libraries Page

The TurnitinUK libraries page is separated into a two pages accessible by using the appropriate tab. The initial page is the assignments library.



The areas of the library page are:

Assignments - a list of assignments created in any class controlled by the instructor

QuickMark Manager - a list of the instructors QuickMark sets, allows instructors to create new QuickMark sets and QuickMark comments, and manage their QuickMark sets

Rubric Manager - contains list of the instructors rubrics, allows instructors to create new rubrics, export or share their rubrics

PeerMark Questions - a list of the instructors current PeerMark question libraries, allows instructors to create new PeerMark libraries and to manage or create PeerMark Questions within a library

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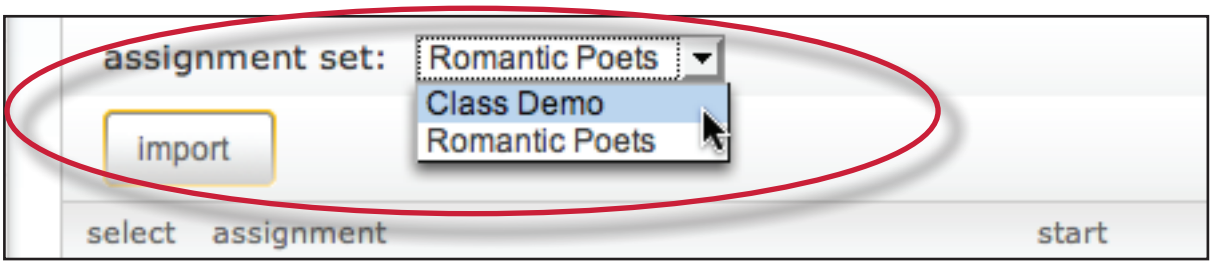
Assignments Library

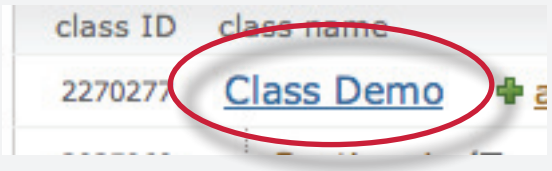
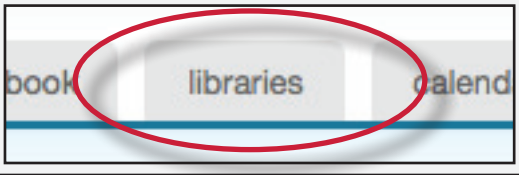
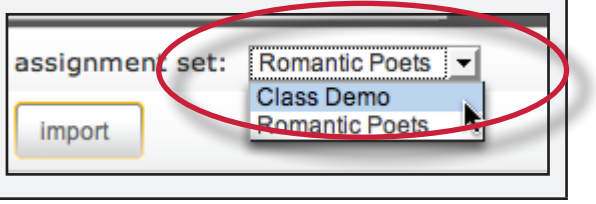
The assignments library assists an instructor in managing the assignment sets created in all of the instructor's classes on TurnitinUK. When an assignment is created for a class, the assignment is added to that class' assignment set.

When the library page is opened, the assignment library displays the assignment set for the current class by default. To select a different class assignment set to view, use the pull down menu labeled *select assignment set* and choose the name of a class. The assignment set for the selected class will be displayed.



Importing Assignments

From the assignment library, an instructor can import assignments to copy them from one class to another.

To import an assignment:	
1. Log into TurnitinUK and click on the name of the class to import an assignment or set of assignments into	
2. Click on the *libraries* tab in the class	
3. Use the *select assignment set* pull down menu to choose a class to import assignments from	

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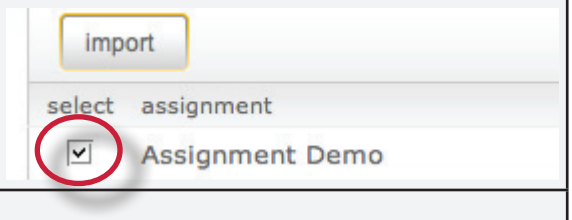
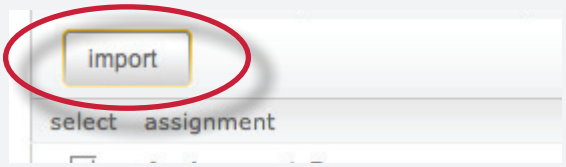
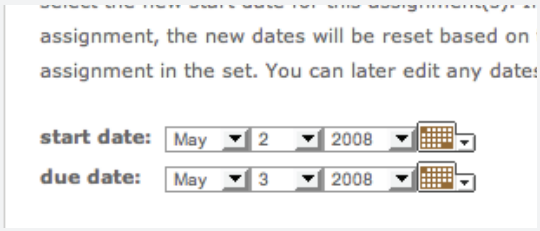
To import an assignment:	
4. Click the check box to the left of the assignment(s) to import to another class	
5. Click the *import* button above the assignment name list	
6. Select whether to use the assignment dates existing in the library or to enter new dates. To use library dates, click the *preserve dates* link. To enter new dates for a new school year or semester, enter the start and due dates and click *submit*	
7. The assignment(s) selected will be imported into the current class	

Note: If more than one assignment is being imported, the selected dates are applied to all assignments imported at the same time. Dates can be edited later for individual assignments by clicking on the assignment update button. The user may also import assignments one by one, selecting new dates for each assignment.

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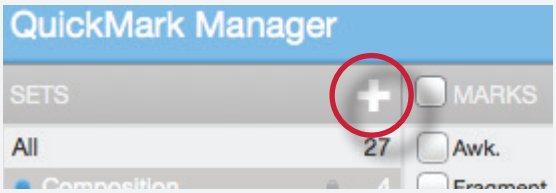
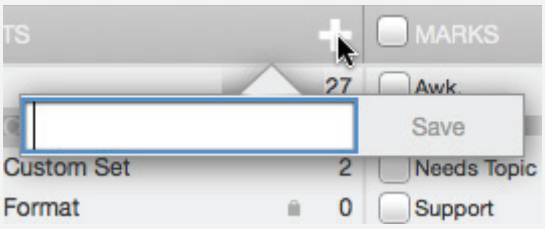
QuickMark Manager

The QuickMark Manager contains every QuickMark that has been shared within an account or created by the instructor. The QuickMark comments are organised in sets. TurnitinUK provides instructors with five sets of QuickMark comments: Composition, Composition Marks, Format, Punctuation, and Usage.

Within the QuickMark Manager instructors can create new QuickMark sets, create new QuickMark comments, edit sets or comments, delete sets, delete comments from sets, and delete and archive comments.

Creating QuickMark Sets

To create a new empty QuickMark set:	
1. Click on the QuickMark Manager tab from within the Libraries tab	
2. Click on the "+" icon to the right of the SETS column header	
3. Enter the title for the new QuickMark set and then click save	

To create a new set from selected marks:	
1. Click on the QuickMark Manager tab from within the Libraries tab	
2. Click on *All* above the set names	

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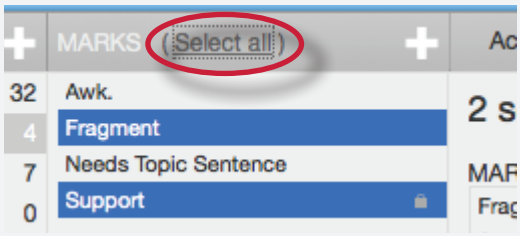
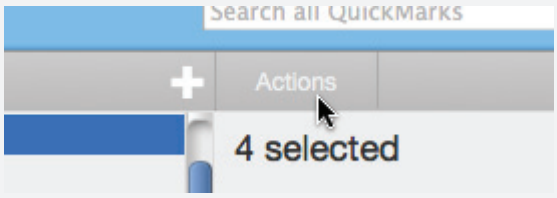
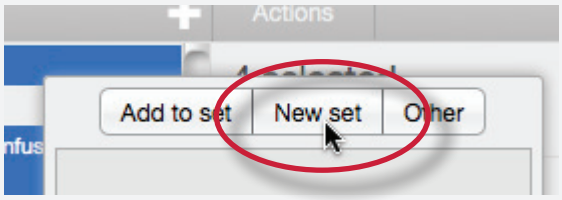
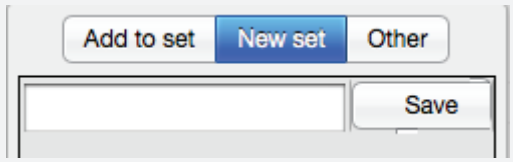
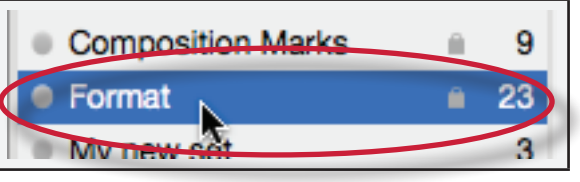
To create a new set from selected marks:	
3. Every QuickMark throughout all sets will be listed within the MARKS column. Select the Marks to copy. Multi select within the QuickMark manager can be done by holding the command button (for Mac users) or control button (for PC users) while selecting marks. To select all the marks click on the *Select all* link	
4. Click on the Actions link to the right of the MARKS column	
5. Click on the *New set* button	
6. Enter a name for the new set and then click on the Save button. The new set will be created with the marks that were selected	

Creating QuickMark Comments

Instructors can create their own QuickMark comments in the QuickMark Manager. This allows instructors to create class or curriculum specific marks that may not be part of the sets provided by TurnitinUK or the account administrator.

To create a new QuickMark:	
1. Click on the QuickMark Manager tab from within the Libraries tab	
2. Click the name of the set to add a new QuickMark to	

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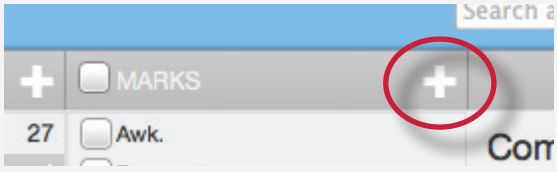
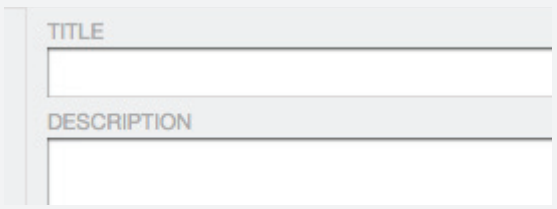
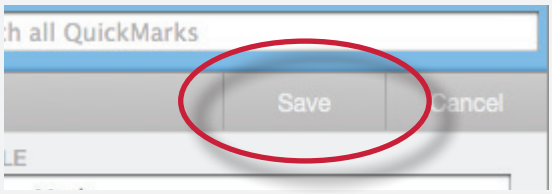
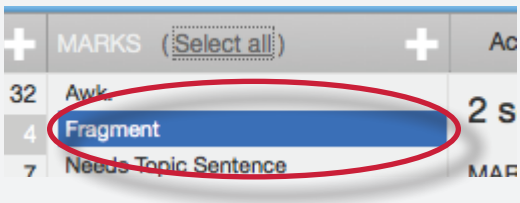
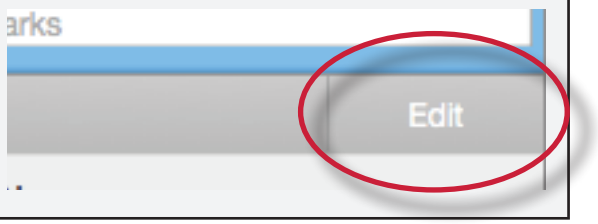
To create a new QuickMark:	
3. Click the "+" icon next to the MARKS column header	
4. Enter the following information for the new mark: • a title • a description	
5. Click *Save* to save the new QuickMark symbol into the selected set	

Editing QuickMark Comments

QuickMark comments can be edited from within the QuickMark Manager. Any edits that are made to a QuickMark are applied to every instance where this mark appears in your students' papers.

To edit a QuickMark comment:	
1. Click on the QuickMark Manager tab from within the Libraries tab	
2. Click on the name of the QuickMark set containing the mark to edit. Then click on the QuickMark you would like to edit	
3. An *Edit* button will appear in the top right corner of the QuickMark manager. Click the *Edit* button to edit the QuickMark	

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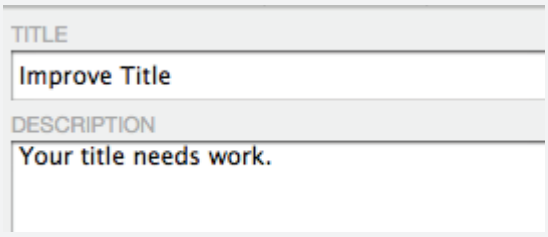
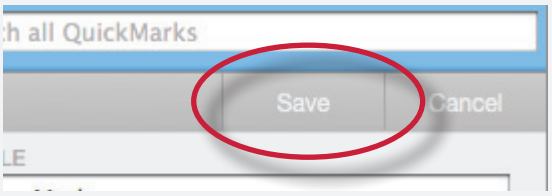
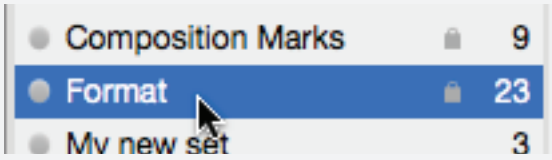
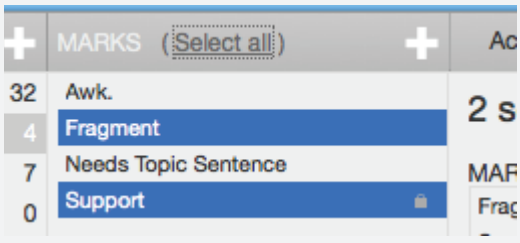
To edit a QuickMark comment:	
4. Edit the information for the mark	
5. Click *Save* to save the changes made to the mark in this QuickMark set	

Copying Marks to an Existing Set

Marks within a QuickMark set can be copied to existing QuickMark sets.

To copy a mark to an existing QuickMark set:	
1. Click on the QuickMark Manager tab from within the Libraries tab	
2. Click the name of the QuickMark set containing the mark (s) to copy	
3. Select the marks to copy. Multi select within the QuickMark manager can be done by holding the command button (for Mac users) or control button (for PC users) while selecting marks. To select all the marks click on the *Select all* link	

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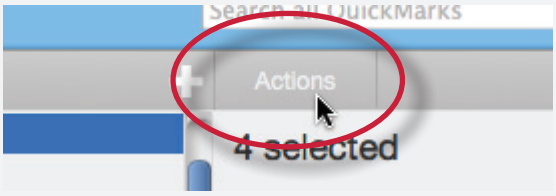
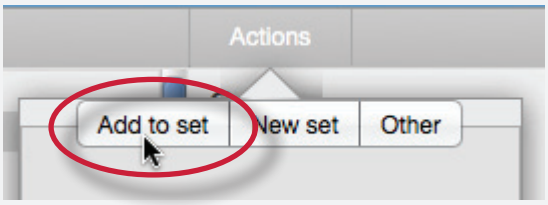
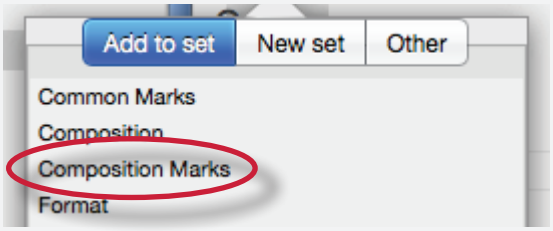
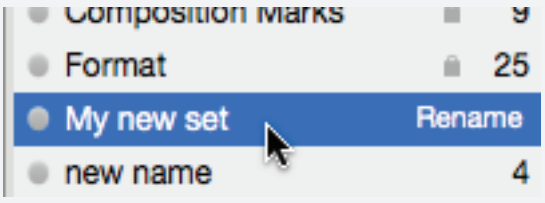
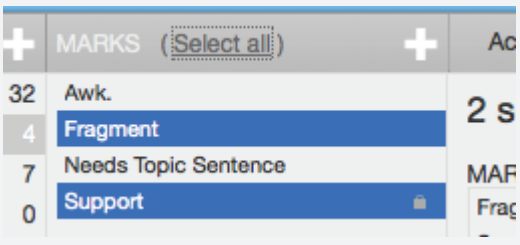
To copy a mark to an existing QuickMark set:	
4. Click on the Actions link	
5. Click on the *Add to set* button	
6. Select the set from the list that you would like to add the marks to	

Archiving or Removing a QuickMark from a Set

A QuickMark can not be completely deleted from the system but may be removed from all active sets and archived.

To remove marks from a QuickMark set:	
1. Click on the QuickMark Manager tab from within the Libraries tab	
2. Click on the name of a QuickMark set	
3. Select the marks to remove	

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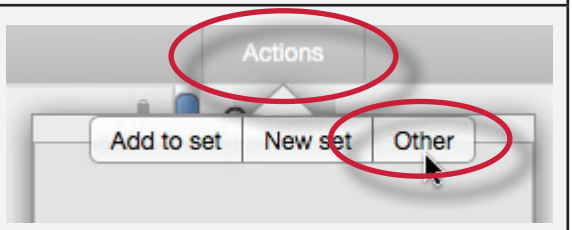
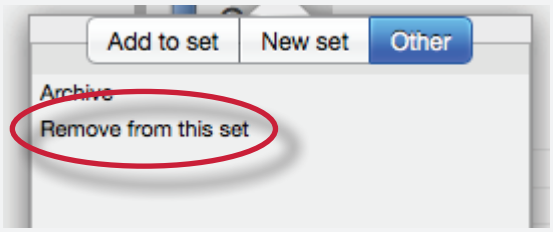
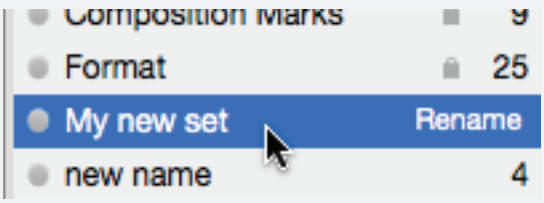
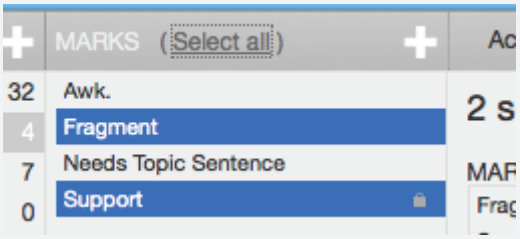
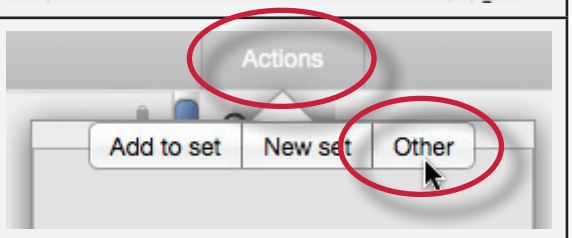
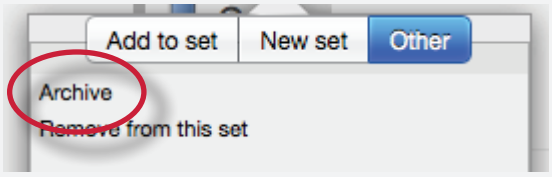
To remove marks from a QuickMark set:	
4. Click on the Actions link and click on the *Other* button	
5. Click on the *Remove from this set* option	

To remove a QuickMark from all sets and archive it:	
1. Click on the QuickMark Manager tab from within the Libraries tab	
2. Click on the name of a QuickMark set	
3. Select the marks to remove	
4. Click on the Actions link and click on the *Other* button	
5. Click on the *Archive* option	

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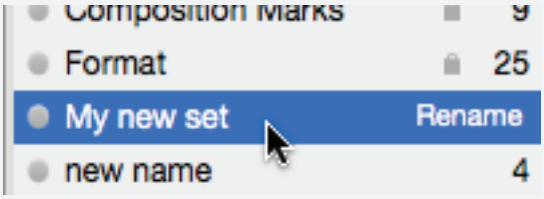
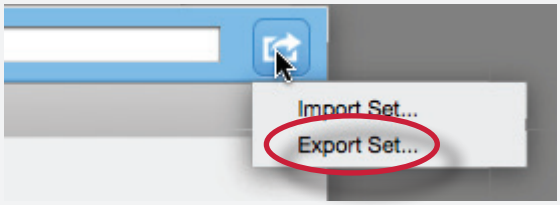
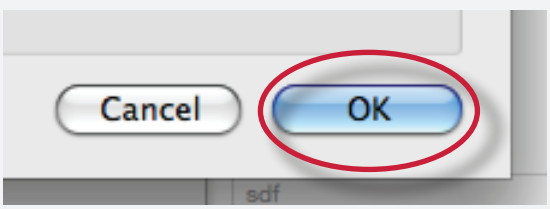
Note: A QuickMark with a lock symbol to the right of its name in the MARKS list cannot be removed from the TurnitinUK provided sets: Composition, Format Punctuation, and Usage.

Warning: Archiving a QuickMark will remove it from all QuickMark sets in the QuickMark Manager

Warning: Instructors may only add, delete, copy, or edit QuickMark sets and marks that they own. QuickMark sets with a lock icon to the right of the set name cannot be modified and are provided by TurnitinUK or the account administrator.

Exporting and Importing QuickMark Sets

Within the QuickMark Manager instructors can export QuickMark sets to share with other instructors or import QuickMark sets to use when grading papers with GradeMark. Unlike sharing, once a QuickMark set has been imported into an account it is then owned by that instructor who may then make any desired changes to the QuickMark comments.

To export QuickMark sets:	
1. Click on the *QuickMark Manager* tab from within the Libraries tab	
2. Click on the name of a QuickMark set to export	
3. Click on the import/export button and select *Export Set...* from the drop down menu	
4. A prompt will appear asking if you would like to save the file. Click *OK* to save the file. The file name will be the QuickMark set name with .qms appended.	

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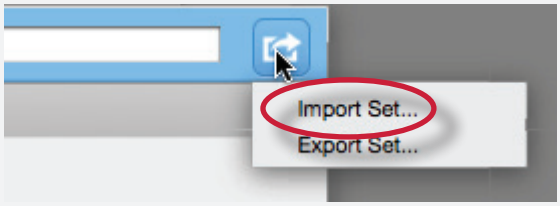
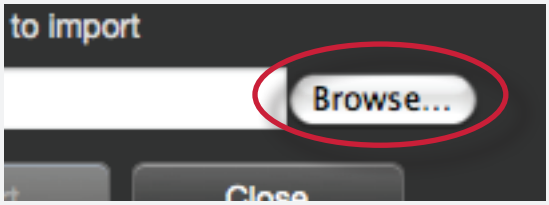
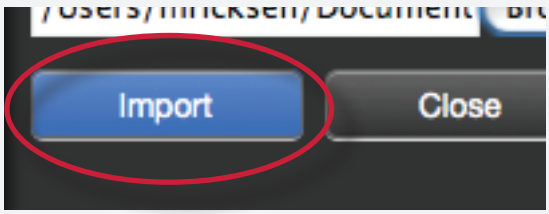
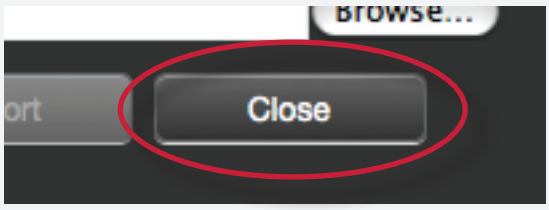
To import QuickMark sets:	
1. Click on the *QuickMark Manager* tab from within the Libraries tab	
2. Click on the import/export button and select *Import Set…* from the drop down menu	
3. Click on the *Browse* button and locate the QuickMark set file on your computer. Only .qms file types may be imported into the QuickMark manager	
4. Click on the *Import* button	
5. To import additional QuickMark sets repeat steps 3-4.	
6. Click the *Close* button to return to the QuickMark Manager	

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The Rubric Manager

Creating Rubrics

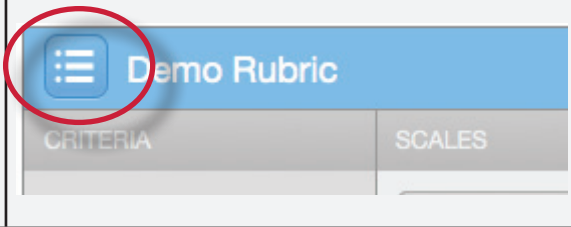
Rubric scorecards can be used to evaluate student work based on defined criteria and scales. The rubric scorecards can be created by the account administrator and shared to all instructors on an account. Instructors can also create and share rubric scorecards, allowing other instructors to upload the rubric scorecard to their classes.

There are three rubric types:

Standard rubric - allows you to enter scale values and criteria percentages. The maximum value for the Standard rubric will be the same as the highest scale value entered

Custom rubric - allows you to enter any value directly into the rubric cells. The maximum value for the Custom rubric will be the sum of the highest value entered in each of the criteria rows

Qualitative rubric - allows you to create a rubric that has no numeric scoring

To create a standard rubric scorecard:	
1. Click on the *libraries* tab	
2. Click on the *Rubric Manager* tab	
3. Click on the rubric list icon	
4. Select *Create new rubric* from the drop down menu	

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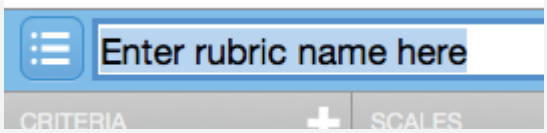
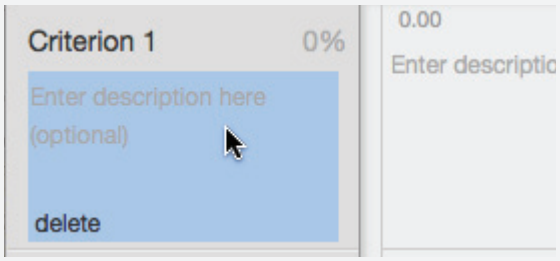
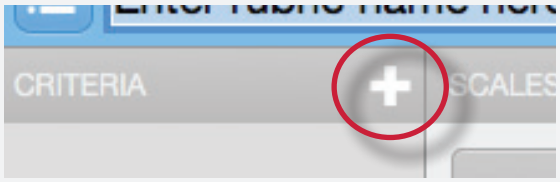
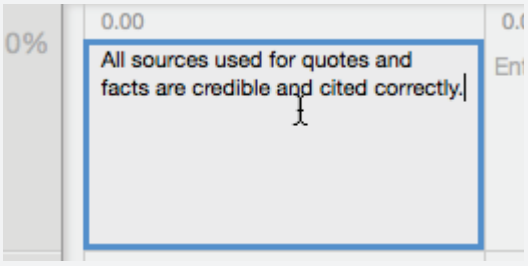
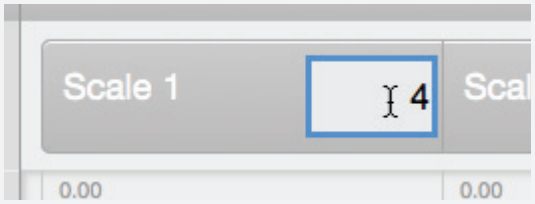
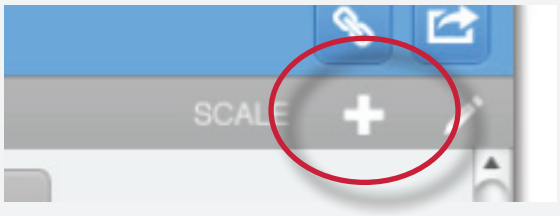
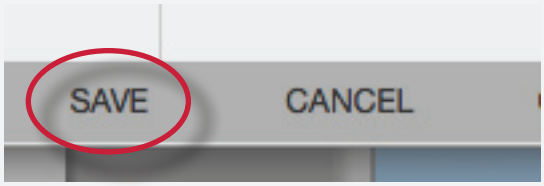
To create a standard rubric scorecard:	
5. Enter the rubric name in the top left of the Rubric Manager	
6. To edit the name, description, or percentage value for a criterion, click directly on the title, description or percentage value to open the text box field. Enter the new title, description or value and press enter to finish editing the field	
7. To add extra rows of criteria click on the "+" icon to the right of the Criteria header	
8. To enter the description for each cell, click on the cell, enter the description and then click outside of the cell's text field to finish editing the description	
9. To enter the scale title or value, click on the scale title or scale value and enter the title or value. Click elsewhere on the screen to finish editing	
10. To add extra scale columns click on the "+" icon to the right of the Scale header	
11. Once the rubric is completed, click on *Save* at the bottom right of the rubric manager	

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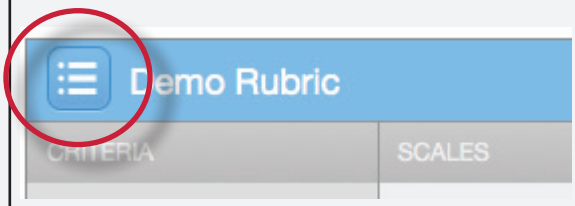
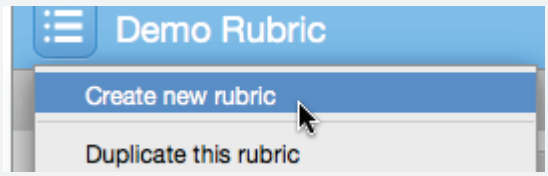
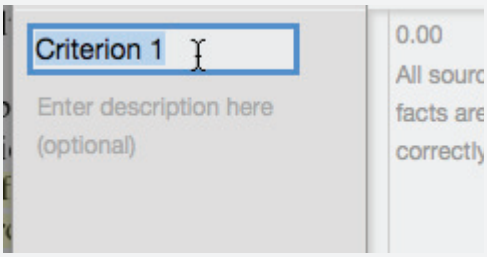
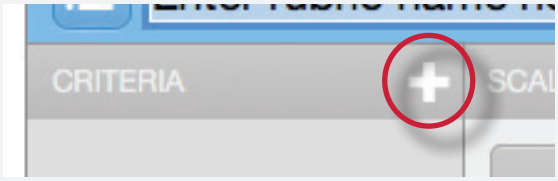
To create a custom rubric scorecard:	
1. Click on the *libraries* tab	
2. Click on the *Rubric Manager* tab	
3. Click on the rubric list icon	
4. Select *Create new rubric* from the drop down menu	
5. Click on the rubric type icon for the custom rubric at the bottom of the rubric manager	
6. To enter the title and description for each criterion, click on the appropriate field and enter the new title or description within the text field that appears. Click elsewhere on the screen to finish editing the criterion title or description	
7. To add extra rows of criteria click on the "+" icon to the right of the Criteria header	

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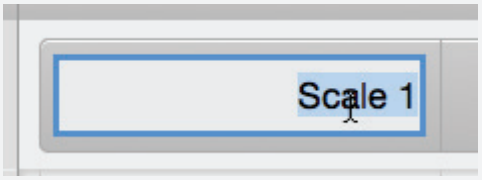
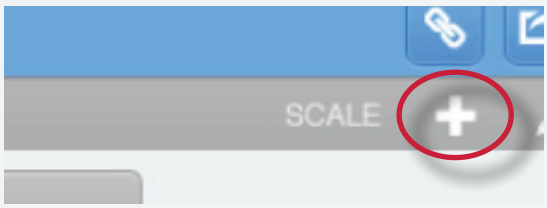
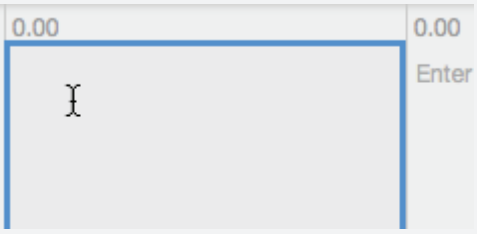
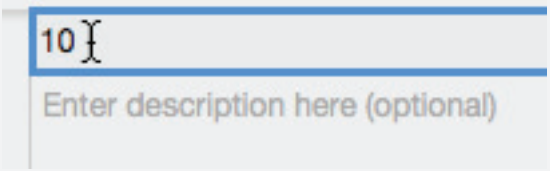
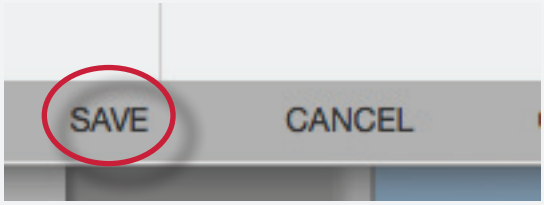
To create a custom rubric scorecard:	
8. To edit scale titles click on the Scale title and enter new title. Click else where on the screen to finish editing the scale title	
9. To add extra scale columns click on the "+" icon to the right of the Scale header	
10. To edit the cell descriptions click on the description field. Enter the description and then click elsewhere on the paper to finish editing the description	
11. Enter the cell value for each cell, by clicking on the *0.00* portion of each cell. In a custom rubric cell values are chosen by the instructor	
12. Once the rubric is complete click on *Save* to save the rubric scorecard	

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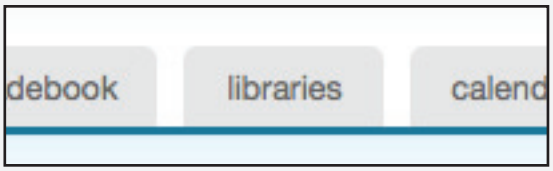
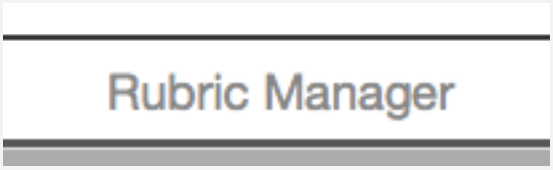
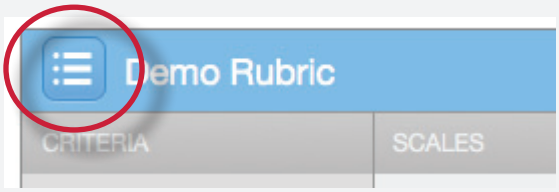
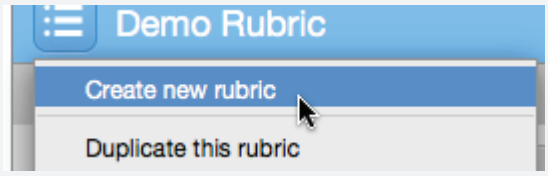
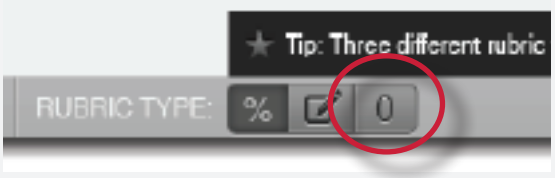
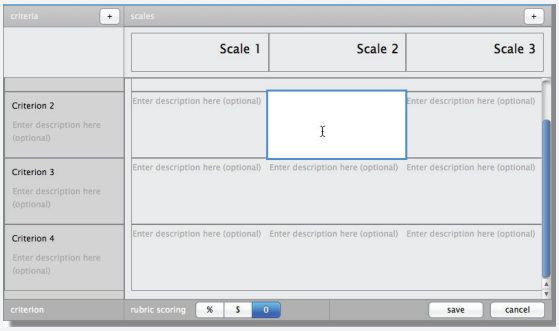
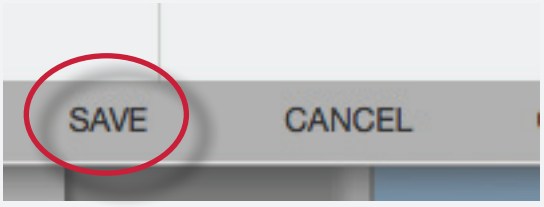
To create a qualitative rubric scorecard:	
1. Click on the *libraries* tab	
2. Click on the *Rubric Manager* tab	
3. Click on the rubric list icon	
4. Select *Create new rubric* from the drop down menu	
5. Click on the rubric type icon for the qualitative rubric at the bottom of the Rubric Manager	
6. Edit the criteria title and description, the scale title, and each cell description by clicking on either the title or description field	
7. When all the criterion, scales, and cells have been edited click on *Save* to save the rubric	

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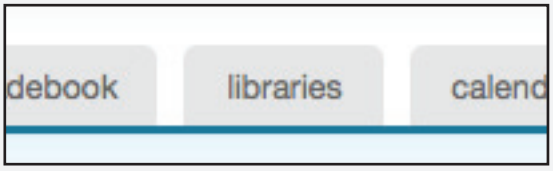
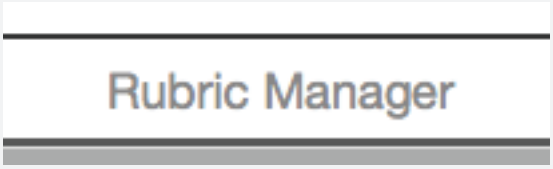
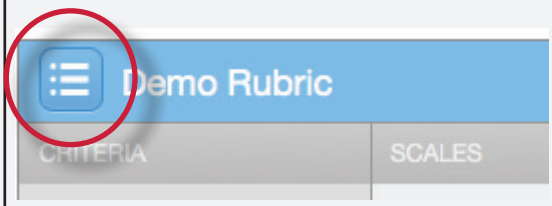
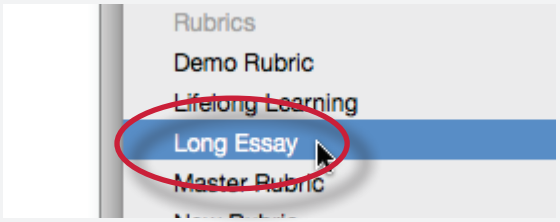
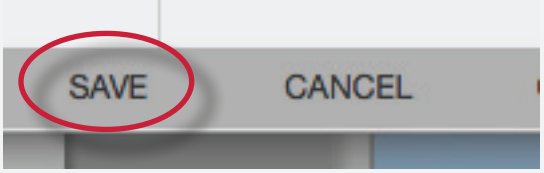
Modifying Rubrics

Rubric scorecards can be modified after creation. However, if the rubric scorecard has been used to score student papers, modification of the rubric scorecard will not be allowed.

To modify a rubric:	
1. Click on the *libraries* tab	
2. Click on the *Rubric Manager* tab	
3. Click on the rubric list icon	
4. Select the rubric you would like to edit from the list of rubrics Note: Rubrics that have been shared with you cannot be edited	
5. Change the rubric as needed	
6. Click *Save* to save the changes	

Note: Rubrics can only be edited if they have not been used to grade a paper before.

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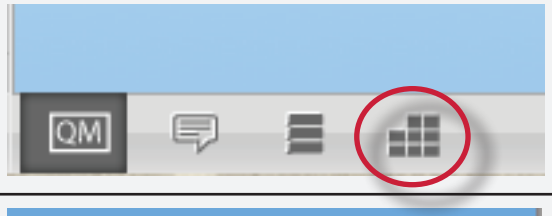
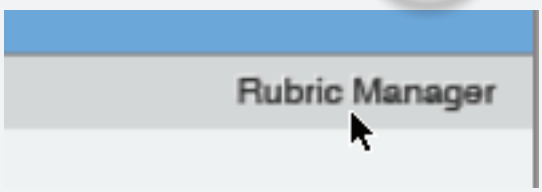
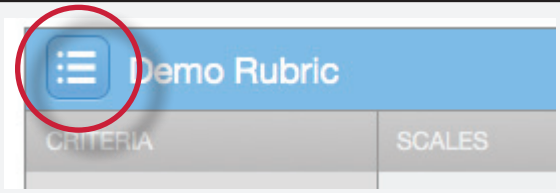
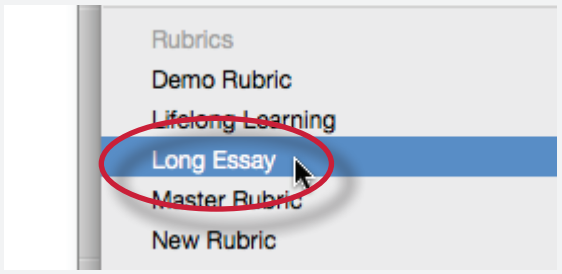
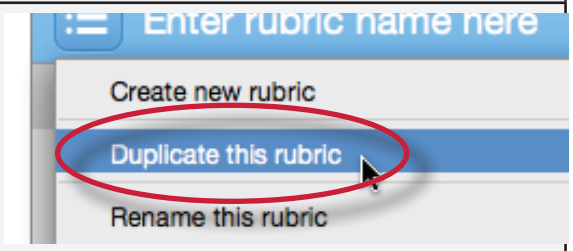
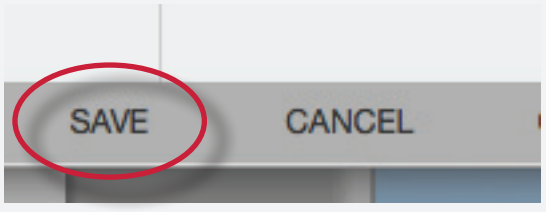
Duplicating a Rubric

Rubrics that have been attached to an assignment cannot be edited. Duplicating a rubric helps instructors reuse a rubric that they would like to modify.

To duplicate a rubric:	
1. Click on the *rubric* icon below the GradeMark sidebar	
2. Click on the *Rubric Manager* link	
3. Click on the rubric list icon	
4. Select the rubric you would like to duplicate from the list of rubrics	
5. Click on the rubric list icon and then select *Duplicate this rubric* from the drop down menu	
6. Click *Save* to save the changes	

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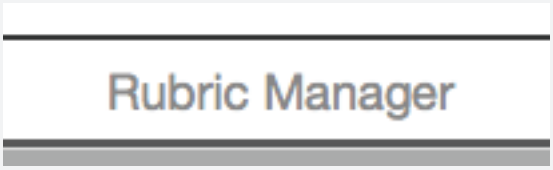
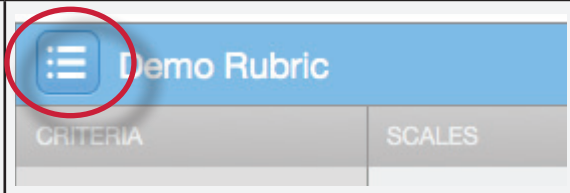
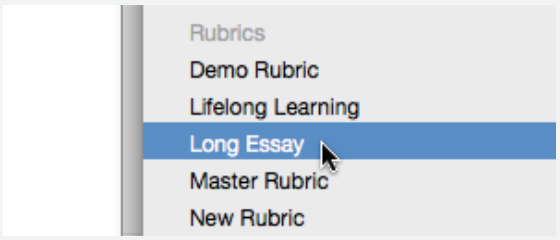
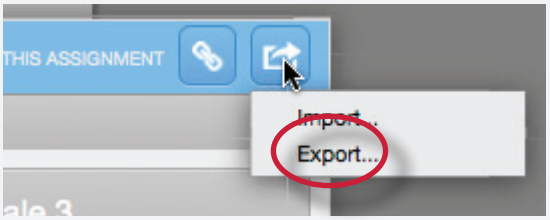
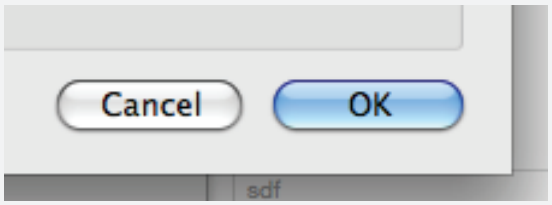
Exporting and Importing Rubrics

Within the Rubric Manager instructors can export rubrics to share with other instructors or import rubrics to use when grading papers with GradeMark. Unlike sharing, once a rubric set has been imported into an account it is then owned by that instructor who may then make any desired changes to the rubric.

To export a rubric:	
1. Click on the *Rubric Manager* tab	
2. Click on the rubric list icon	
3. Click on the name of the rubric to export	
4. Click on the import/export button and select *Export*... from the drop down menu	
5. A prompt will appear asking if you would like to save the file, select OK to save the file. The file name will be the rubric name with .rbc appended.	

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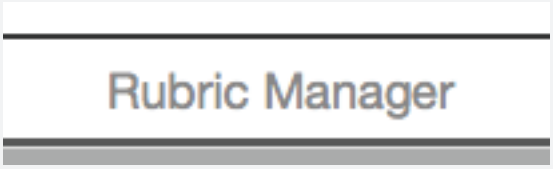
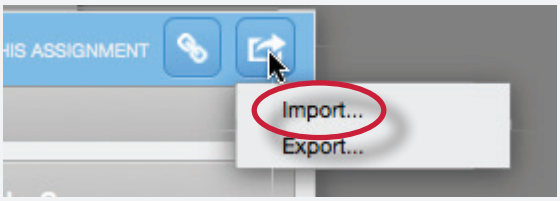
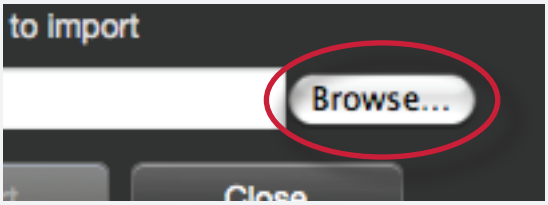
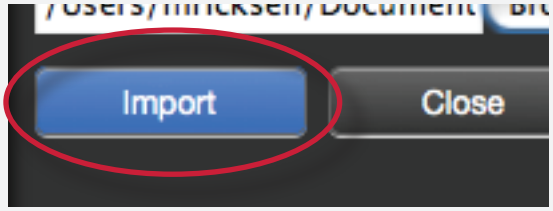
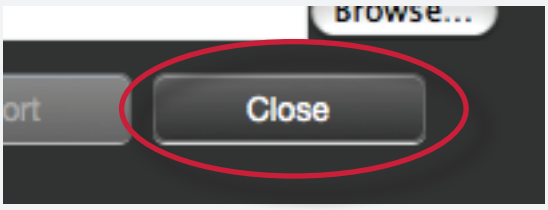
To import a rubric:	
1. Click on the *Rubric Manager* tab	
2. Click on the import/export button and select *Import*... from the drop down menu	
3. Click on the *Browse* button and locate the rubric file on your computer. Only .rbc file types may be imported into the Rubric Manager	
4. Click on the *Import* button	
5. To import additional rubrics repeat steps 3-4.	
6. Click the *Close* button to return to the Rubric Manager	

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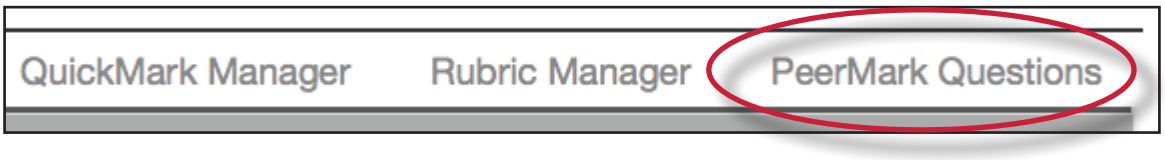
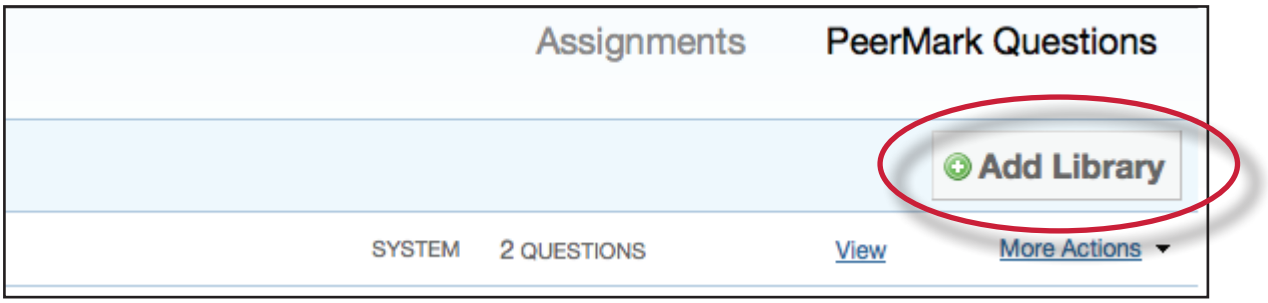
PeerMark Questions Library

The PeerMark Questions library keeps track of all the PeerMark questions created in an account in instructor managed libraries.

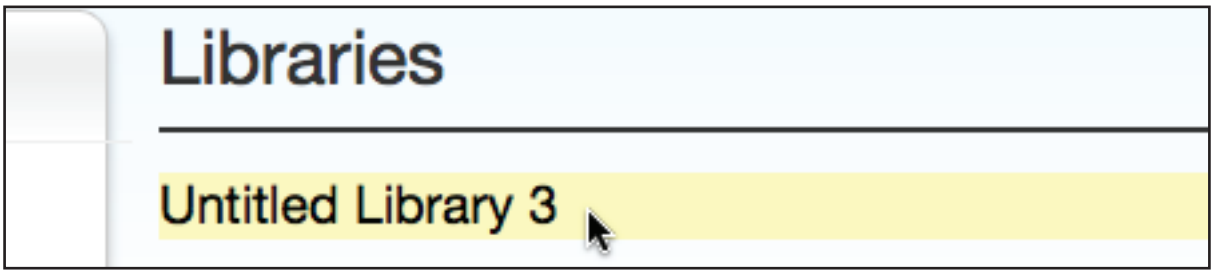


Creating a New PeerMark Library

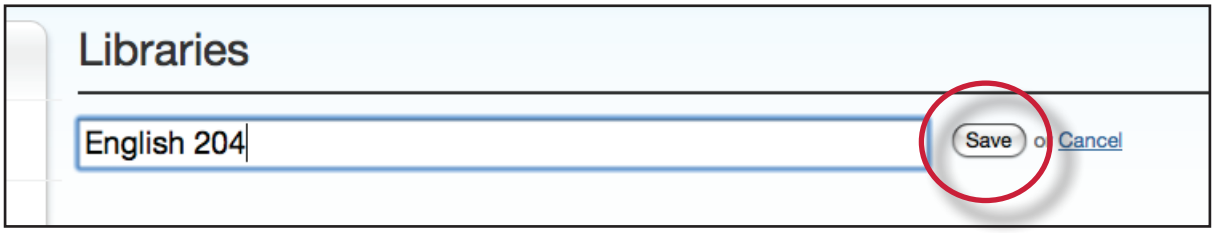
All PeerMark question libraries are listed within the PeerMark Questions tab. The instructor will be given the library *Sample Library.* New libraries can be created by clicking on the *Add Library* button.



Name the new library by clicking on the current system given title.



Enter the name for the new library and click on the *Save* button to save the library name.



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Adding Questions to a PeerMark Library

Free response and scale questions can be created within a PeerMark library just like how they are created for a PeerMark assignment.

A free response question example would be:

> *"What is the thesis of the paper?"*

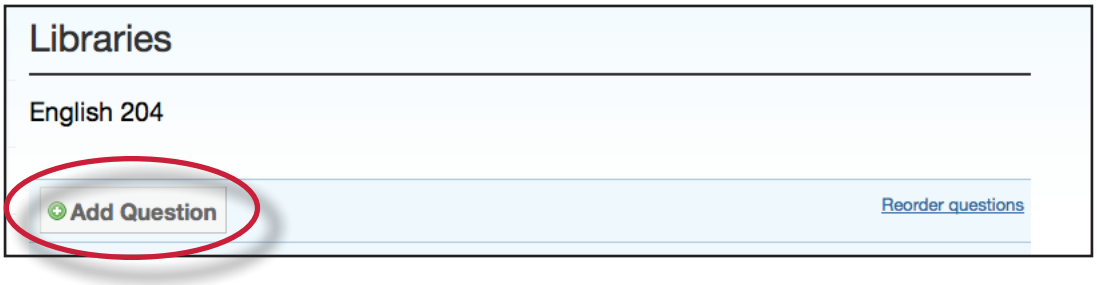
Free response questions allow an instructor to pose these questions to students and can include minimum length requirements.

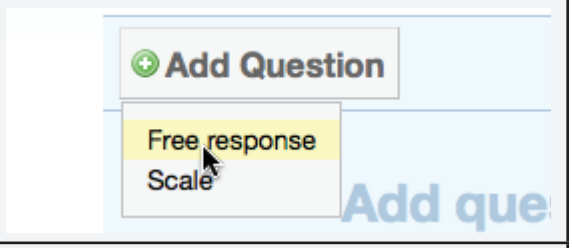
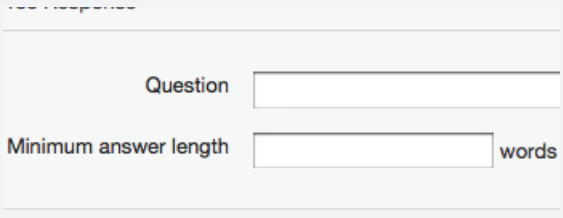
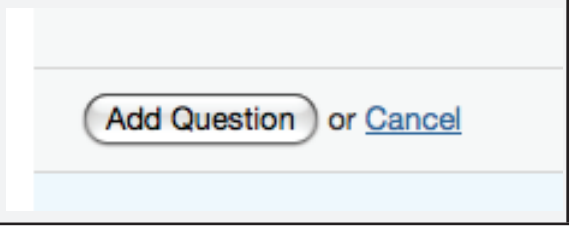
A scale question example would be

> *"How well does the introduction pull you in as a reader? Scale, Not very well to Really well"*

Scale questions allow students to grade the paper's author on instructor chosen areas of writing.

To add questions to a PeerMark library click on the Add Question button.



Creating a free response question in a PeerMark library:	
1. Click on the *Add Question* button and select *Free response*	
2. Enter the question in the *Question* field and enter a value in the *Minimum answer length* field	
3. Once the question and minimum answer length have been entered, click on the *Add Question* button to add the free response question to the PeerMark assignment	

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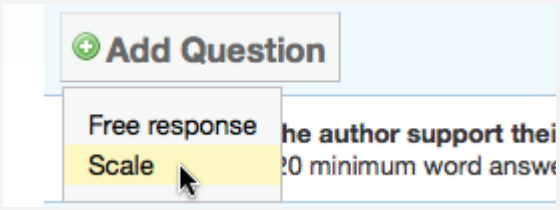
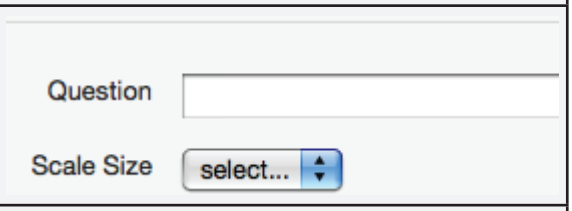
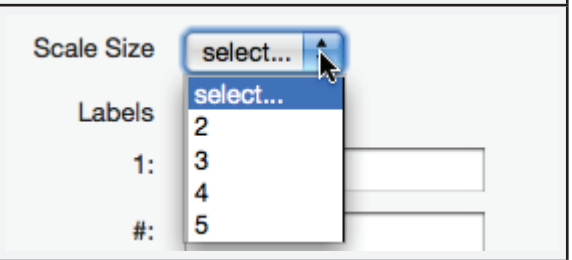
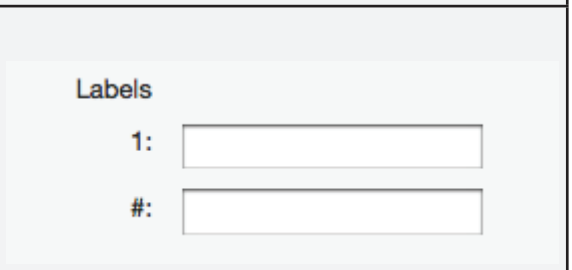
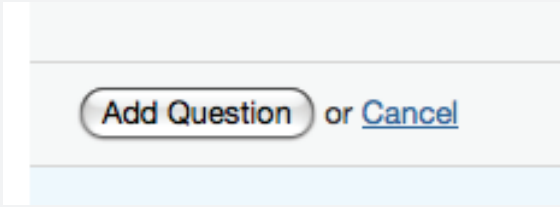
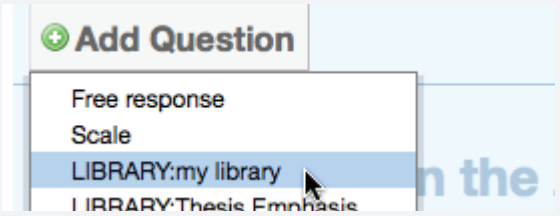
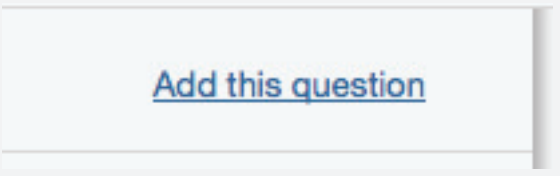
Creating a scale question in a PeerMark Library:	
1. Click on the *Add Question* button and select Scale	
2. Enter the question in the *Question* field	
3. Select the scale size. The highest scale value is 5	
4. Enter in the labels for the scale in the appropriate fields. An example for labelling the scale question: "How well does the introduction set up the Thesis of the paper?" would be 1: Not very well to 5: Extremely well	
5. Click on the *Add Question* button to add the Scale question to the PeerMark assignment	

Adding a question to a PeerMark library from another library:	
1. Click on the *Add Question* button and select the library you would like to add a question from	
2. Click on the Add this question link to the right of each question you would like to add to your library	

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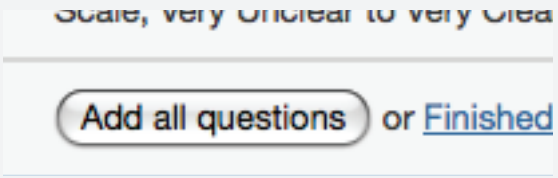
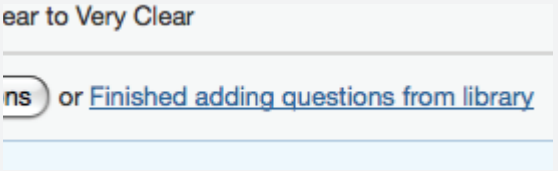
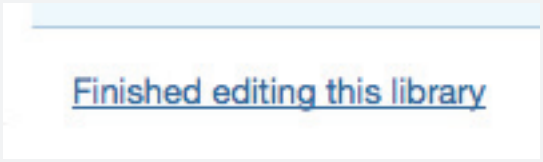
Adding a question to a PeerMark library from another library:	
3. Click on the *Add all questions* button to add all the questions to the library	
4. Click on the *Finished adding questions from library* link when you have added all the questions you want from this library	
5. Click on the Finished editing this library to save any changes that you have made to this library	

When the instructor has completed adding questions to the library click on the Finished editing this library link to save your changes.

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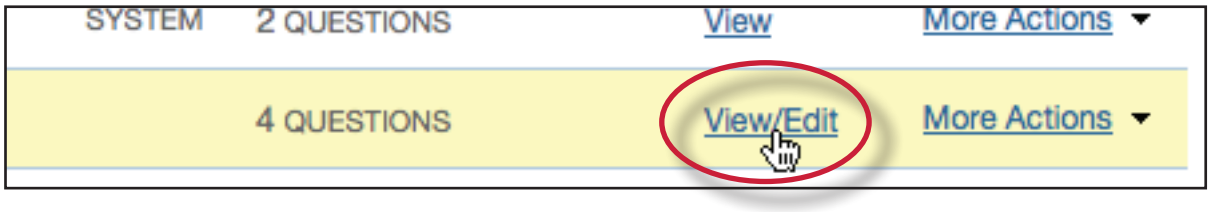
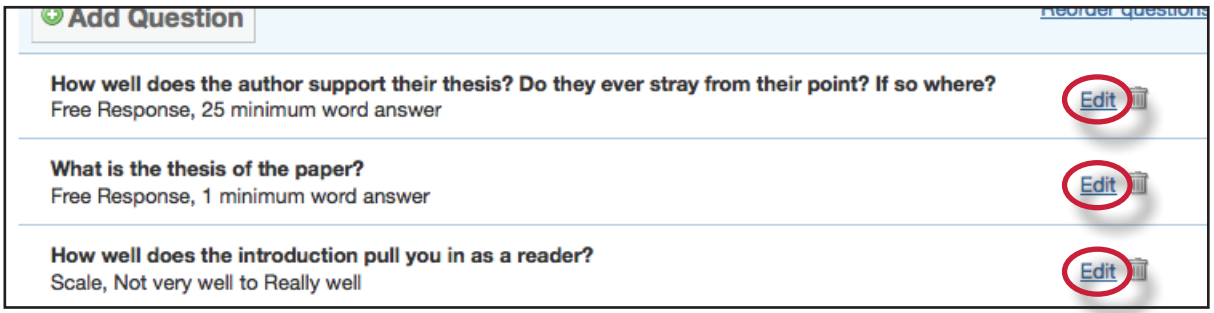
Editing Questions within a Library

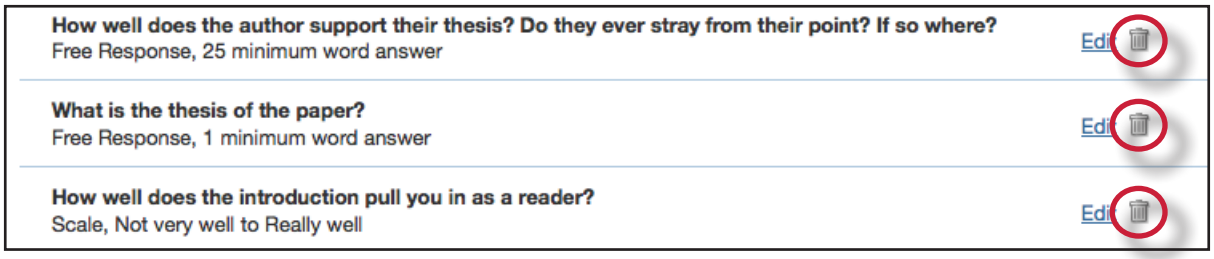
To edit a Library click on the View/Edit link to the right of the Library name.



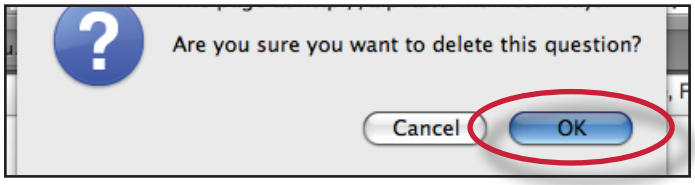
Free response and scale questions can be edited by clicking on the *Edit* link to the right of the question.


Add Question
How well does the author support their thesis? Do they ever stray from their point? If so where?
Free Response, 25 minimum word answer
Edit
What is the thesis of the paper?
Free Response, 1 minimum word answer
Edit
How well does the introduction pull you in as a reader?
Scale, Not very well to Really well
Edit

Free response and scale questions can be deleted by clicking on the trash can icon to the right of the question you wold like to delete.


How well does the author support their thesis? Do they ever stray from their point? If so where?
Free Response, 25 minimum word answer
What is the thesis of the paper?
Free Response, 1 minimum word answer
How well does the introduction pull you in as a reader?
Scale, Not very well to Really well

Clicking on the trash can icon will open a prompt asking "Are you sure you want to delete this question?" Click *OK* to delete the question.



Once the instructor has completed editing the Library click on the *Finished editing this library* link to save the changes.

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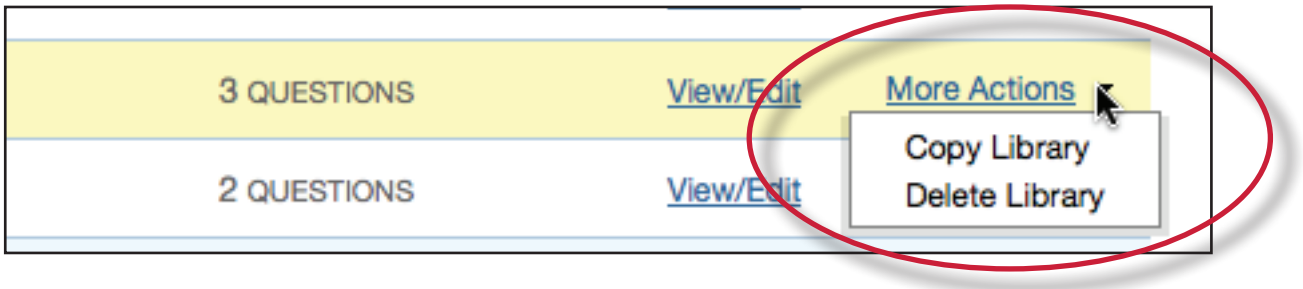
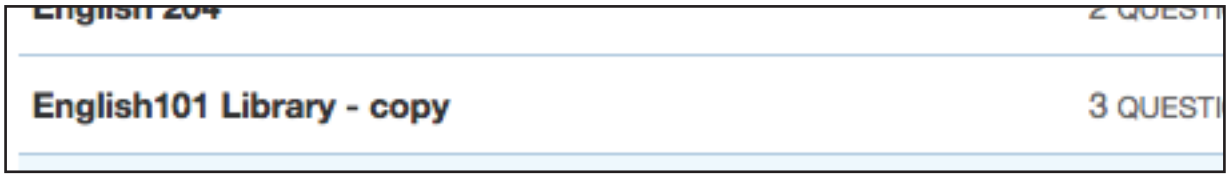
Copying and Deleting Libraries

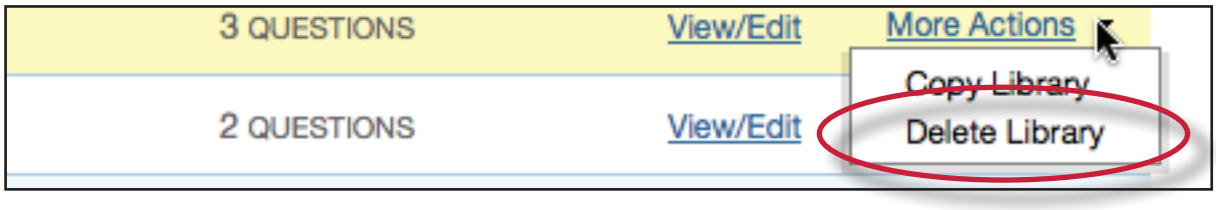
The copy and delete library options are accessed by clicking on the *More Actions* link to the right of the library names.



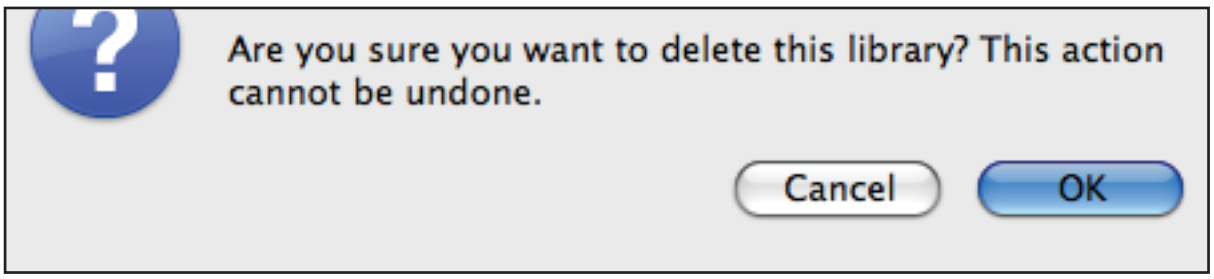
Click on the *Copy Library* option to copy the library to the PeerMark Libraries list. The the duplicate library will keep the name of the library that was copied but will have "- copy" appended to the name.



Click on the *Delete Library* option to delete a library from the system.



A prompt will appear asking "Are you sure you want to delete this library? This action cannot be undone." Click OK to permanently delete the library.



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What you will learn.
Our environment is th
world around us. We, as hu
both live in and form part
environment. We are affected
and changing

TurnitinUK Instructor User Manual
Chapter 9: Class Sections

Updated May 30, 2012

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Introduction

If sections of a class are taught by other instructors or by teaching assistants, a class with sections can be created on TurnitinUK. A top-level master class is created to oversee the section classes. From the master class, the instructor creating the master class can set up sections for the other instructors. These instructors are referred to in the master/section class system as Teaching Assistants (TA's).

The master class instructor can set up sections for each TA, or each TA can create a section by using the master class ID and a TA join password set by the master class instructor. The master class instructor can set class preferences, create and 'push' assignments to the sections, reassign a section to a new TA, or access the section.

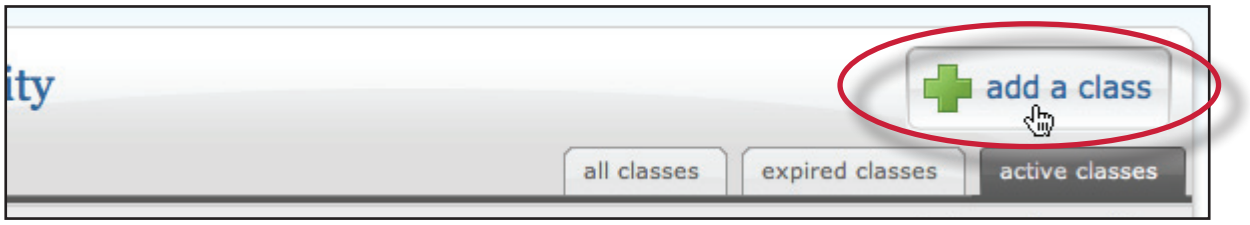
Each TA can only access a single section of a master class. The same TA user may be added to multiple sections if needed.

Adding a Master Class

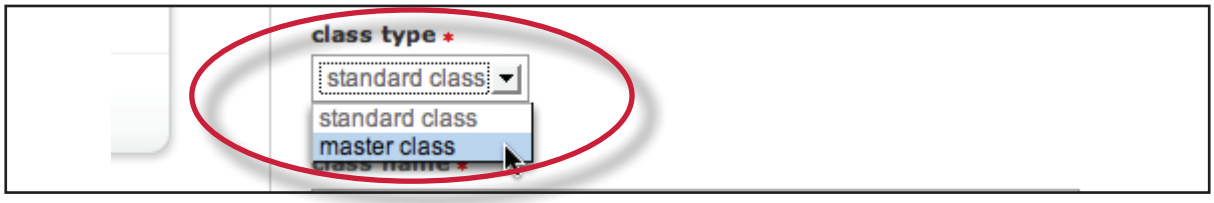
There are two ways for an instructor to add a master class: creating a master class from scratch, or converting an existing standard class into a master class.

Creating a New Master Class

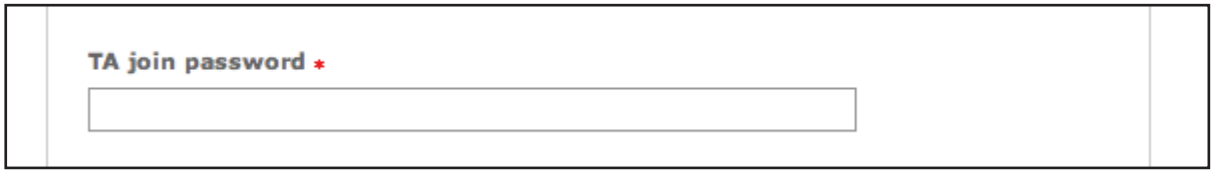
To create a new master class from scratch, click on the *add a class* button on the instructor homepage of TurnitinUK.



On the add a class page, use the *class type:* pull down menu and select *master class*.



Enter a name for the master class and a TA join password. The TA join password is provided only if TA's are creating their own sections in the master class. The TA join password, combined with the master class ID number, should only be provided if a TA is joining manually.



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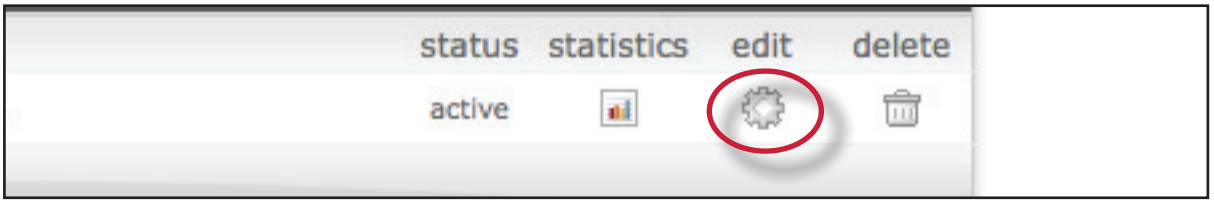
Warning: Do not provide the TA join password or master class ID to students. Each section will have an individual section class ID and section enrolment password that is used if students are manually joining the class on TurnitinUK.

Click the submit button and a new master class will be created. New master classes created from scratch do not have any sections. To create sections, please see **Adding Sections** in this chapter.

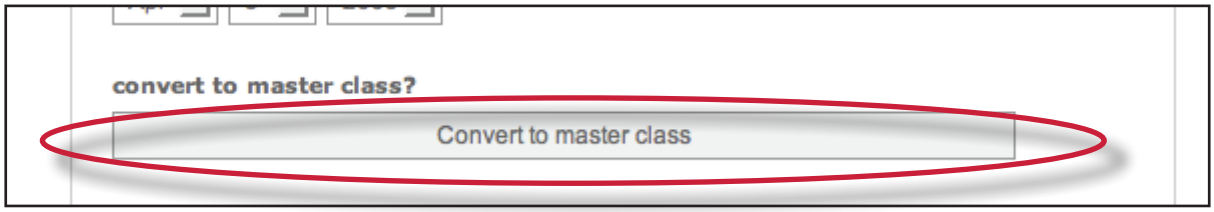
Converting a Standard Class to a Master Class

An existing standard class can also be converted to a master class. The assignments and any papers, students, and grade information in the standard class are placed in an automatically created section of the master class.

To convert a regular class into a master class, click the edit icon to the right of the class name on the instructor homepage.



Ensure the correct class is being converted by checking the class name. To convert the class immediately into a master/section class, click the convert to master class button at the bottom of the page.



Any existing students, papers, grades, and assignments from the standard class are moved to a newly created section beneath the new master class. To access the existing information, click on the name of the section.

The master class instructor is automatically assigned as the TA of the converted class. The TA or other class information can be changed by clicking on the update icon to the right of the newly created section class.

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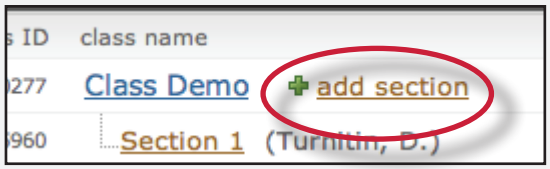
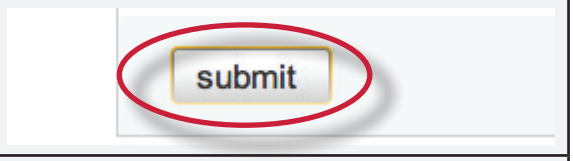
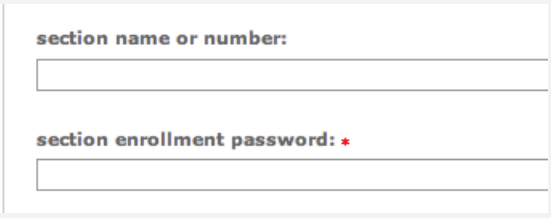
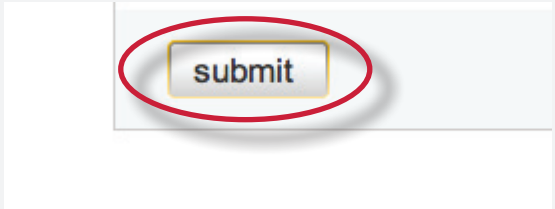
Adding Sections

New sections can be added to a master class in two ways. A section can be manually created by the instructor of the master class, or the master class ID and TA join password can be distributed to the TA's, which will allow the TA's to join themselves to the master class and create their own sections.

Manually Creating New Sections

New sections can be manually created by the master class instructor. TA users can be assigned one or more sections which they will be able to access through TurnitinUK. Only one TA can be assigned per section. Only the master class instructor will be able to view the submissions in the sections.

To create a section and add a TA:	
1. Click the *add section* link to the right of the name of the master class	
2. On the add section screen, enter all of the following information: • TA's first name • TA's last name • TA's e-mail address (for notification or • new user password e-mails)	
3. Click *submit* to continue	
4. On the next page enter the required section information: • section enrolment password • name for the section	
5. Click *submit* to add the section to the master class and send the assigned TA a welcome notice or new user notification e-mail. The TA will only be e-mailed a password if they have no user profile existing under the e-mail provided for them in the TA information section	

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Each new section will appear on the instructor homepage for the master class instructor, listed in smaller print beneath the master class. When a section is added, an e-mail with the section information will be sent to the TA. If the TA does not have a user profile with TurnitinUK under the e-mail address that was provided, TurnitinUK will generate a new user profile for the TA and include the new user password in the e-mail sent to the TA.

Allowing TA's to Create Sections

To allow TA's to create their own sections under a master class, the TA's must be provided with the master class ID number and the TA join password set for the master class.

For new TA users who do not have an existing TurnitinUK profile, the TA will use the standard instructor join process. When prompted for an account or class ID and join or enrolment password the TA will provide the master class ID and TA join password.

For users who have an existing instructor profile on TurnitinUK but need to join a master class as a TA, an existing profile can join a class as a TA.

To join a class as a TA with an existing TurnitinUK user profile, the instructor will log in and click on the join class (TA) link on the instructor homepage. The instructor is then prompted to enter the master class ID and TA join password for the course, after which the instructor will be able to set up a TA section in the master class.

Administrating a Master Class

The master class instructor is provided with many options for handling assignments in the sections and the master class itself. These options include:

- creating template assignments that become part of the class assignment library. The TA's with sections in the master class can then create their own assignments or select the template assignments from the class assignment library
- create complete assignments and add them to some or all of the sections of a master class
- create partial assignments (e.g. assignments containing selected preferences but no dates) and add them to some or all sections to accommodate different class schedules
- creating assignments that are 'locked' against changes by section TA's and adding these assignments to the sections of the master class

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Creating Assignments in a Master Class

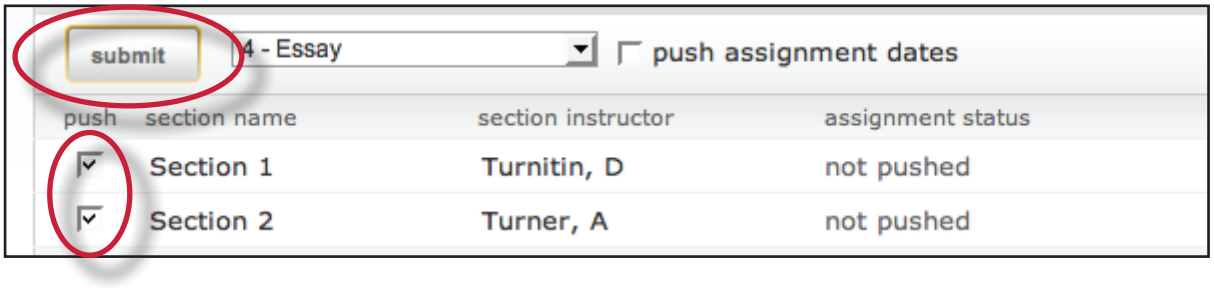
Assignments that are intended to be used in many or all sections of a class should be created by the master class instructor within the master class. For an overview on assignment creation, please see the section on creating assignments in Chapter 1.

To access the master class assignment page, click on the name of the master class on the instructor homepage.

Adding Assignments to Sections

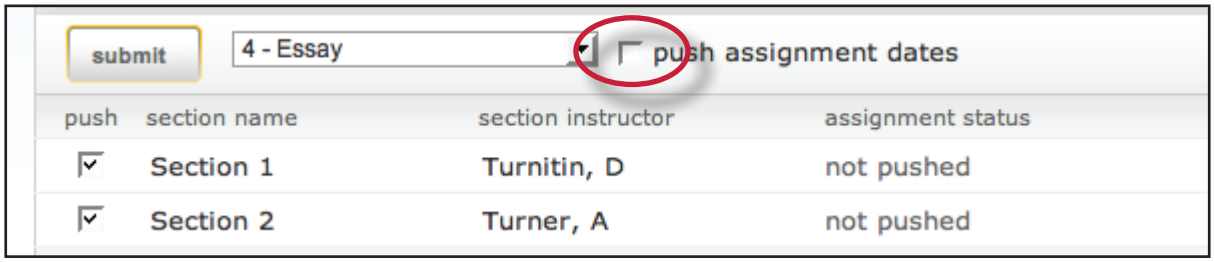
After creating an assignment from the assignment creation page, the push assignments to sections window will load. From this page, the assignment can be pushed to the sections of the master class.

To add an assignment to one or more sections, place a check mark in the check box next to the section name and click on *submit* to push the assignment to the selected sections.



By default, all sections are marked to receive the assignment. To not have the assignment pushed to a section remove the check mark from the check box before clicking submit. The assignment will not be pushed to that section.

The master class instructor has the option of allowing the Section TA's to choose their own assignment dates or to push the assignment dates the instructor set in the assignment creation process. The default is to not push assignment dates. If the instructor decides to push assignment dates, place a check mark in the check box next to the *push assignment dates* option. Click on *submit* to save the assignment and push the assignment to all the checked sections.



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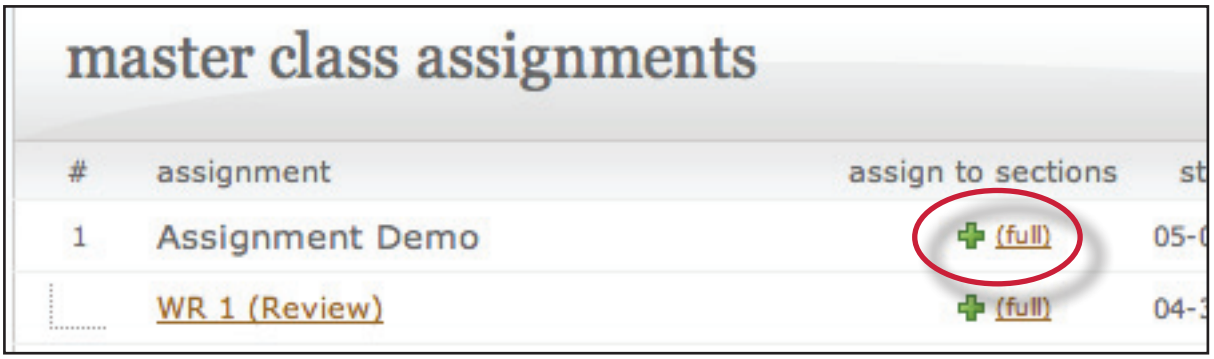
Adding Assignments Without Dates

Assignments created in the master class can be pushed to the sections without dates. Assignments pushed without dates must be given a date by the class TA before the assignment becomes active and available for students. Students will not be able to submit papers or use the assignment until the assignment is given dates. Assignments without a date appear in the section class highlighted in red.

To push an assignment without dates, ensure that you un-check the box next to the option *Push with dates?*. Assignments pushed when this box is un-checked will not have dates within the sections.

The Master Class Homepage

The master class homepage displays all assignments created in the master class. The *assign to sections* column shows whether an assignment has been pushed to sections and whether it has been pushed to all or only selected sections.



- *not pushed* indicates that an assignment has not been pushed to any sections
- *partial* indicates that an assignment has been pushed to at least one section but not to all sections of a master class
- *full* indicates an assignment has been pushed to all sections of a master class

The assignment push page can be returned to by clicking the push to sections button next to an assignment at any time.

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If an assignment has been previously added to a section, the assignment can be pushed to the section a second time with any new changes made to the assignment. This is only available if the assignment has not been modified by the TA and if no students have submitted to the assignment.

If the TA has made any changes to the assignment or students have submitted a paper, the assignment is locked. The messages on the push page next to each assignment will inform the master class instructor if an assignment is unmodified or if it has been locked.

Note: If changes must be made to a locked assignment, access the assignment through the section or sections it has been pushed to and make any necessary changes through the sections directly. Changes cannot be made from the master class.

Student Enrolment

The master class does not allow students to enrol. Student enrolment is handled in each section individually - students can even be enrolled in multiple sections of the same master class, and will see each section as a separate class.

Student enrolment into sections can be handled in the same ways as students enrolling into standard classes. The student users can be provided with the section ID and the section enrolment password, or can be manually enrolled by the instructor.

Providing students with the section ID and section enrolment password may save the most time for the instructor. Students enrolling in a section class on TurnitinUK use the standard steps for joining a class, which can be found in the **Student User Manual** or the **Student QuickStart Guide**.

Students can also be added to the section class by the TA or by the master class instructor. Students can be added one by one or as a list. Step by step instructions for adding students individually or creating a student list for upload can be found in Chapter 1: Getting Started in this manual under **Enrolling Students**.

The master class instructor may also add students to sections by using the master class student page interface. The master class instructor can then upload individual students or a list of students to be added to a specific section of a master class.

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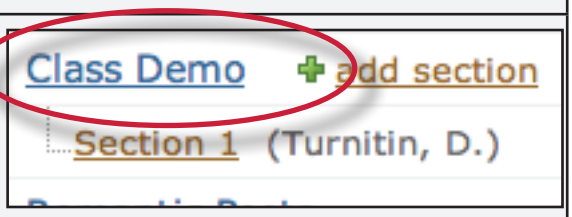
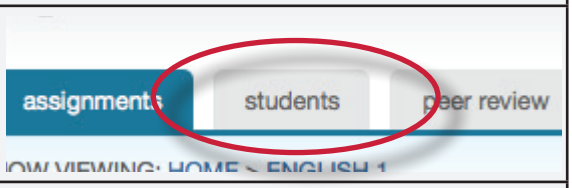
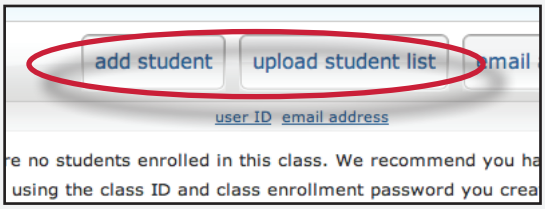
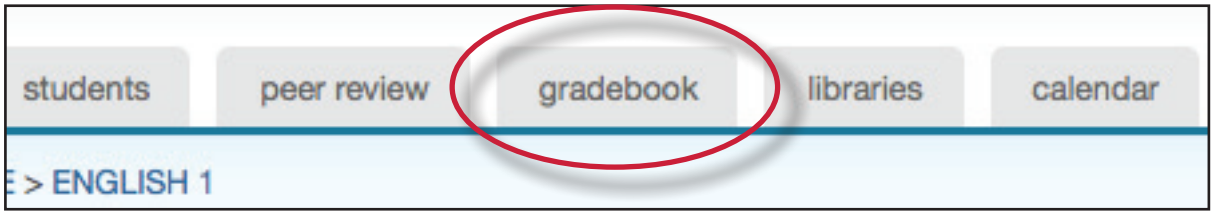
To add students from a master class:	
1. Click on the name of the master class to add students in	
2. Click on the *students* tab on the master class homepage	
3. Click on *add student* or *upload student list* button as appropriate for the method of adding students the instructor wishes to use at this time	
4. Continue with the standard process of adding a student as outlined in Chapter 1, section **Enrolling Students** in this manual	

The student or list of students will be added to the master student list and the section class student list. New students will be e-mailed a new user welcome notification. Students with an existing profile will receive a notification e-mail that a new class has been added to their student user homepage.

GradeBook

If the TurnitinUK GradeBook product is available for the account, the gradebook tab on the class navigation bar is available. Click on the gradebook tab and get a quick overview of the grades in the sections of the master class.



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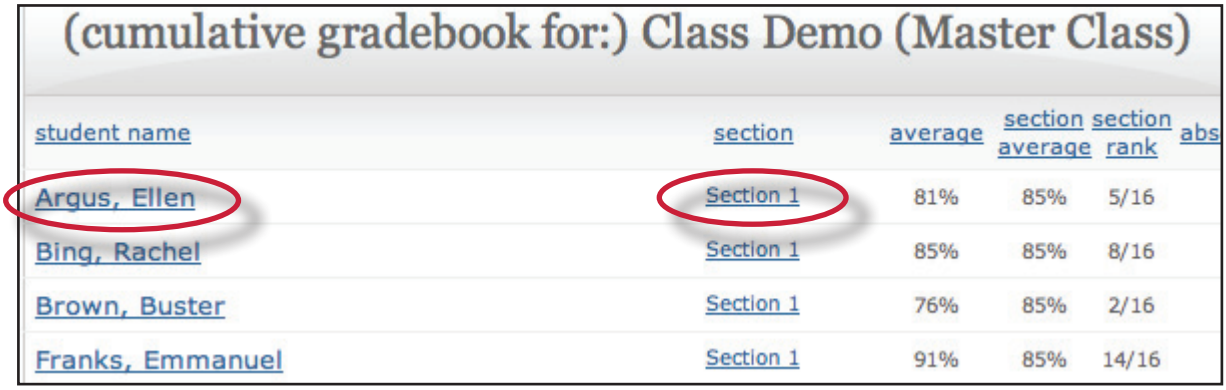
To view detailed grade information for a student or section, click on the student or section name to jump to the appropriate section's GradeBook page.

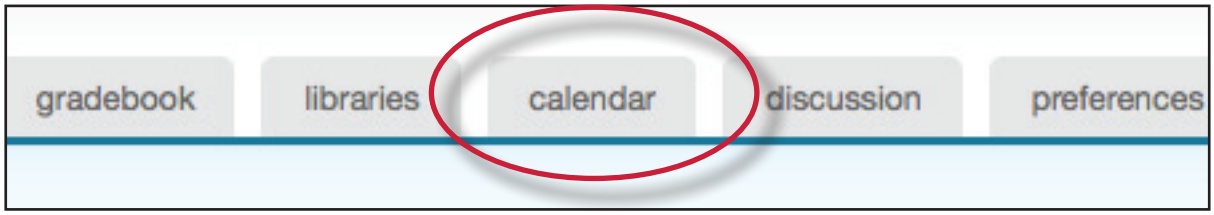


Calendar

The master class calendar functions similarly to the class calendar. For more information, please see the section on the class calendar in this manual.

Any announcements, notes, or holidays that are added to the master calendar will appear in the calendars of all sections of the master class.

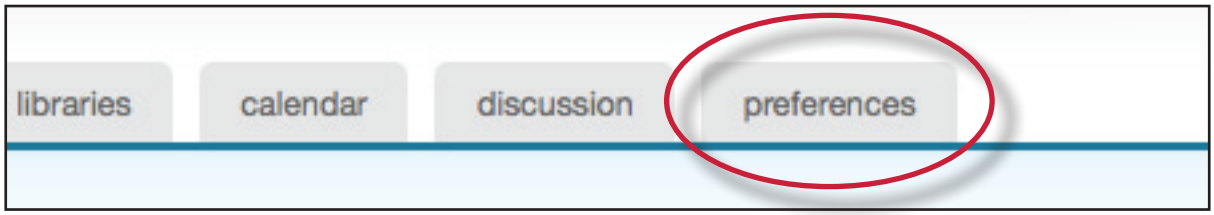
To view the master class calendar page, click on the *calendar* tab in the class navigation bar.



Preferences

The master class preferences page allows a master class instructor to determine which TurnitinUK products or features are available in section classes and set limits to the capabilities assigned to TA's for all sections of the master class.

To access the master class preferences page, click on the preferences tab on the master class homepage.



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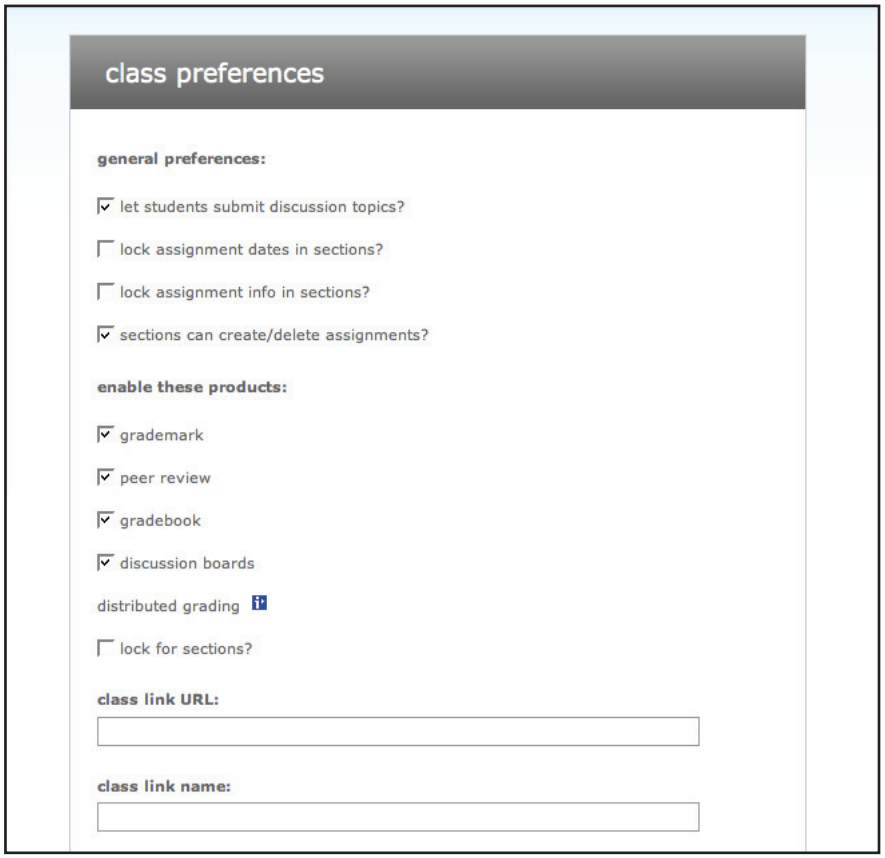
In addition to the standard class preference options, the master class instructor can select to:

- lock assignment information on sections
- lock assignment dates on sections
- allow or disallow section TA ability to create or delete assignments
- lock settings for sections



These settings allow the master class instructor to enable or disable certain capabilities of the TA users in the sections of the master class. This can be used to prevent changes from being made to required settings on assignments. Click on the submit button to save any changes made to the class preferences.

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What you will learn.
Our environment is th
world around us. We, as hu
both live in and form part
environment. We are affected
and changing

TurnitinUK Instructor User Manual

Chapter 10: Quick Submit

Updated May 30, 2012

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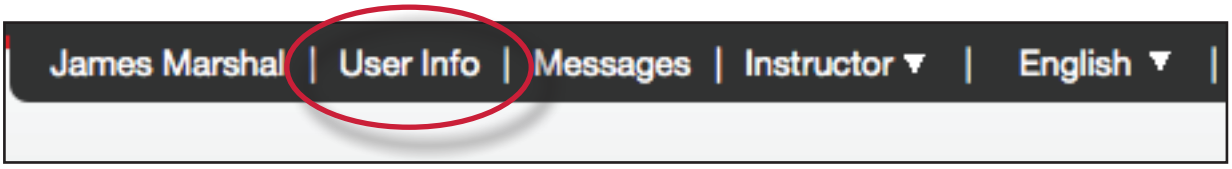
Quick Submit

The quick submit feature allows instructors to submit papers and receive Originality Reports without creating a class or an assignment. This is ideal for instructors who would like to use TurnitinUK to spot check submissions and have these papers in electronic format. Quick submit should not be used if the instructor desires to have students submit their own papers or plans on using Peer Review, GradeMark, or GradeBook.

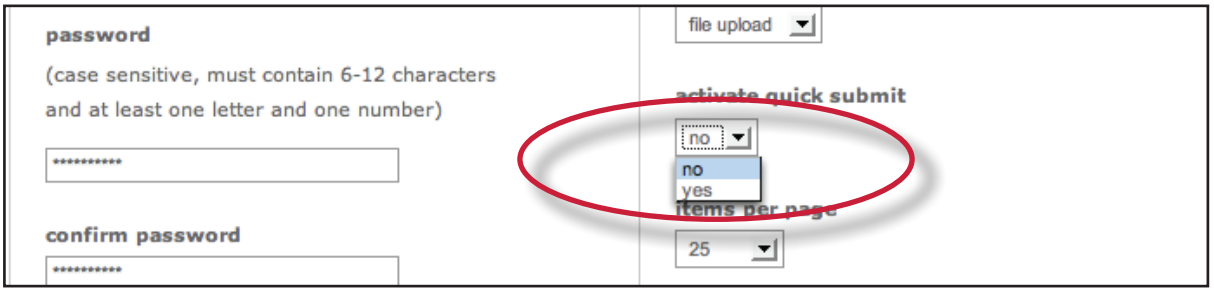
Accessing Quick Submit

Quick submit must be activated by an instructor before it can be used. Quick submit is activated on the user preferences page.

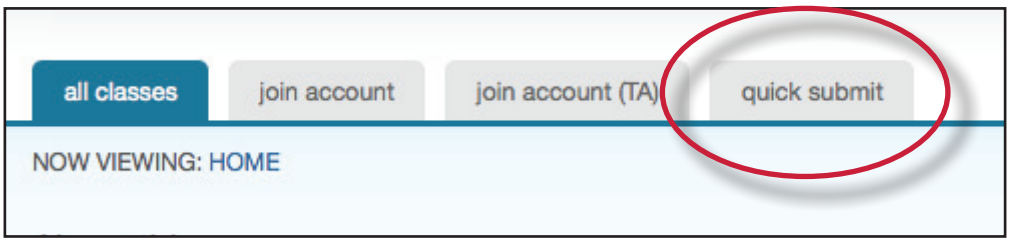
To activate quick submit, the instructor first clicks on the *user info* link on the instructor homepage.



On the preferences page, the instructor must use the *activate quick submit*: pull down menu and select *yes*. Clicking on *submit* will save this preference change.



The quick submit tab will appear on the instructor homepage. The quick submit inbox is available by clicking on this tab.



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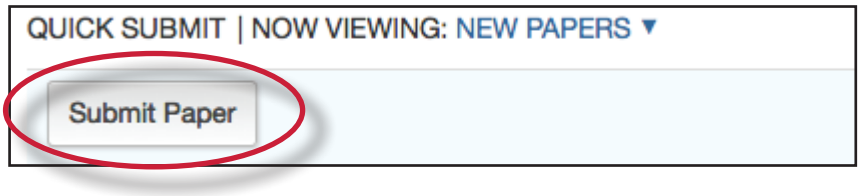
Submitting Papers

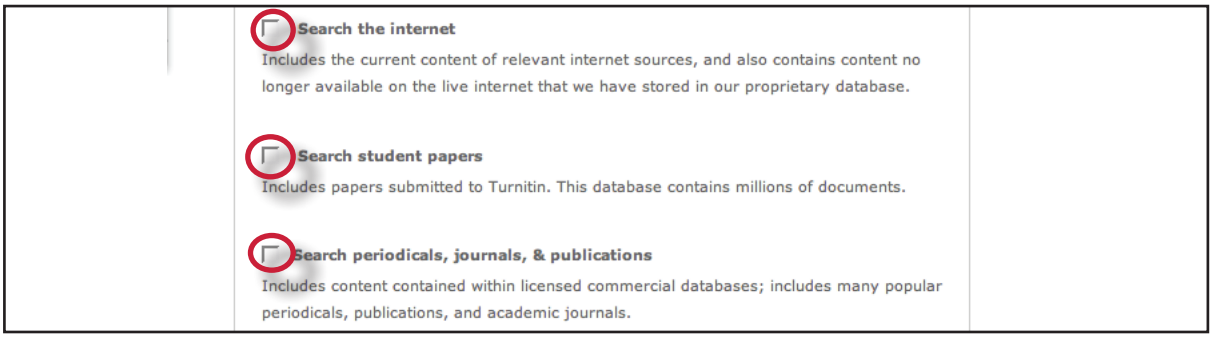
The instructor can now upload papers for submission in this inbox. To begin the submission process, click on *submit* in the top right corner of the quick submit inbox.



The first step of submission is selecting the databases that the submitted paper or papers will be checked against.

The available sources are:

- a database of active and archived internet information
- a database of previous submissions to TurnitinUK
- a database of journal, periodical, and publication information


Search the internet
Includes the current content of relevant internet sources, and also contains content no longer available on the live internet that we have stored in our proprietary database.
Search student papers
Includes papers submitted to Turnitin. This database contains millions of documents.
Search periodicals, journals, & publications
Includes content contained within licensed commercial databases; includes many popular periodicals, publications, and academic journals.

Select the sources for the Originality Report searches by clicking on the check boxes next to the source.

Continue to the paper submission page by clicking on submit.
The rest of the quick submission process is similar to the standard submission process outlined in Chapter 1. The notable exception is that during quick submission, the instructor cannot submit papers for an enrolled student as the quick submit inbox is not available to student users. All papers are submitted as non-enrolled. For step by step submission instructions, please refer to Submitting a Paper in Chapter 1 of this manual.

Accessing Originality Reports

Once a submission is completed, Originality Report icons will appear for a submission after the report has generated. The instructor must refresh the view of the quick submit inbox for the icons to appear if a report has generated while the instructor is viewing the quick submit inbox.

The quick submit inbox works just like an assignment inbox. For more information on organizing or using a quick submit inbox, please refer to the assignment inbox information in Chapter 1 of this manual.

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What you will learn.
Our environment is th
world around us. We, as hu
both live in and form part
environment. We are affected
nt, but we also affe
and changing
DICTIONARY

TurnitinUK Instructor User Manual Chapter 11: Preferences & Notifications

Updated May 30, 2012

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Introduction

There are two preference types available to TurnitinUK instructors - user preferences and class preferences. User preferences apply to the instructor's user profile, including default login views.

Class preferences are specific to each class, and apply only within the class to the assignments and student users in the class.

User Preferences

An instructor can view the current user preferences by clicking on the *user info* tab.

The user preferences available are:

- **default user type** - select from *student*, *instructor*, or *administrator*; this will be the user home page seen when the user logs in
- **default submission type** - select a default submission type, which determines which type of submission page is shown automatically for an instructor clicking on the *submit* icon in TurnitinUK
- **activate quick submit** - select *yes* to turn quick submit on; refer to Chapter 10 for information on quick submit
- **items per page** - select the number of items from a list of students, submissions, or assignments to display per page on TurnitinUK
- **file download format** - select the default format for files downloaded from TurnitinUK; the options available are *original format*, *PDF format*, or *let me choose each time*
- **show page info** - choose *yes* to display page information at the top of each page, which contains helpful information for each user
- **send me e-mail updates** - choose *yes* to receive e-mail updates from TurnitinUK
- **use homepage link** - choose *yes* to create a homepage link; to set up a link, enter a link name and URL in the fields below this option; this provides a link to a homepage for the user

Note: If any changes were made to the user profile, the instructor must click on *submit* in the top right corner to save the changes

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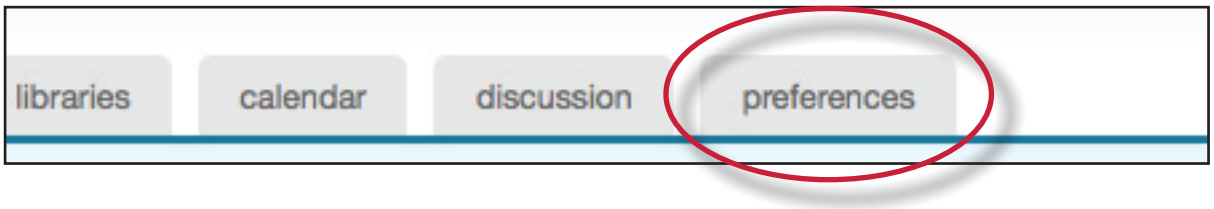
Class Preferences

The class preference page allows an instructor to control the products and features available for the class. This allows an instructor to determine whether students can post proposed discussion topics, or whether or not GradeMark or other products are available in a class. An instructor can also set a class homepage link which is visible to both students and the instructor on the class homepage and other class pages.

To open the preferences page for a class, click the *preferences* tab on the class bar.



Each class has two preference types available to the instructors. There are general preferences and products that have been enabled. Only services purchased by the instructor's institution are available under the *enable these products:* preference menu. Products that are not available will be greyed out and cannot be checked or un-checked.

To enable or disable a preference, click the check box to the left of the selected preference or product. Un-checked products or preferences are disabled in the specified class. For more information on the products, please see the appropriate chapter of this manual for the product or feature.

General Preferences:

- **let students submit discussion topics?** - determines if student users are able to post proposed discussion topics. Discussion topics must be approved by the instructor before the topic becomes active

- **show students link to my e-mail?** - determines whether or not the e-mail address used by the instructor to log into TurnitinUK is available as a link for the students to click on to use their default e-mail program to contact the instructor

- **Lock assignment dates in sections?** - locks assignment dates set by the master class instructor for assignments pushed to sections

- **Lock assignment info in sections?** - locks assignment info set by the master class instructor for assignments pushed to sections

Enable These Products:

- GradeMark
- PeerMark
- GradeBook
- Discussion boards

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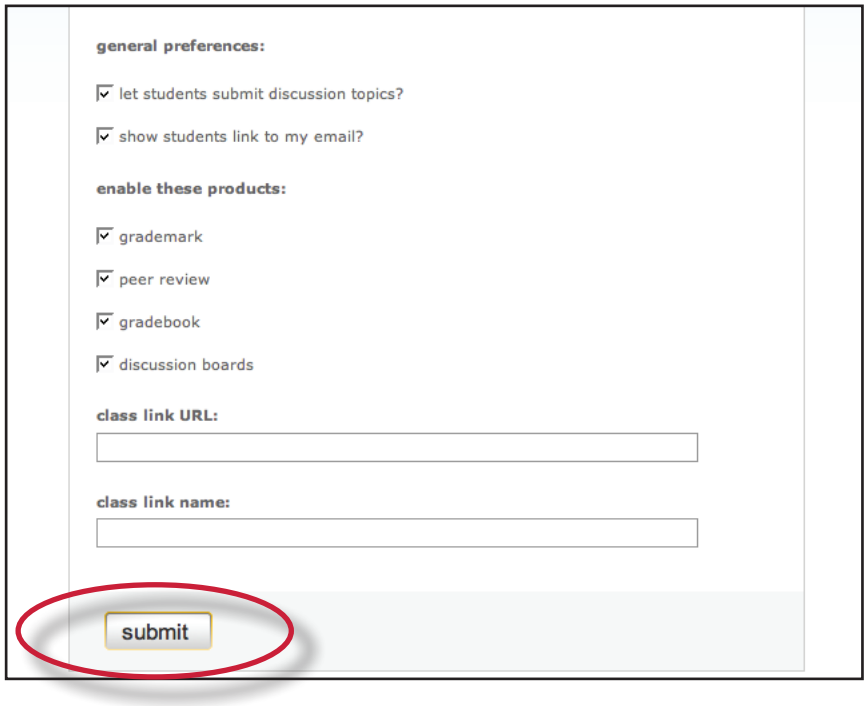
- **Class Link** - A class link can be created for the instructor and students on the preferences page. Enter a name for the link and the full URL for the link. The URL must be in the full HTTP:// format.

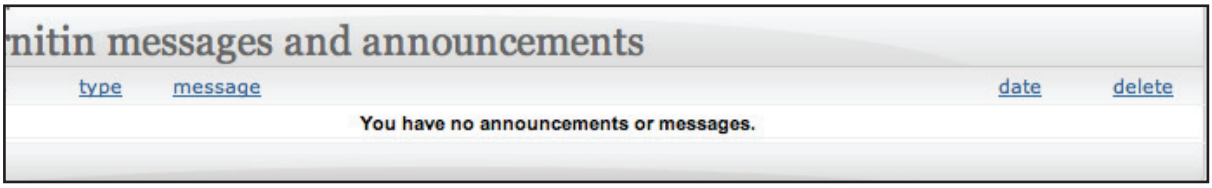
If any changes are made to the class preferences, the instructor must click on the *submit* button at the bottom of the preferences page to save the changes that have been made.



Messages and Announcements

Important announcements and messages can be viewed by clicking on the *messages* tab on the system bar.

Note: Urgent notifications including announcements of scheduled downtimes for improvements to TurnitinUK will appear both on the messages page and on the user homepages for all users, including instructors.



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What you will learn.
Our environment is th
world around us. We, as hu
both live in and form part
environment. We are affected
and changing

TurnitinUK Instructor User Manual

Chapter 12: Statistics

Updated May 30, 2012

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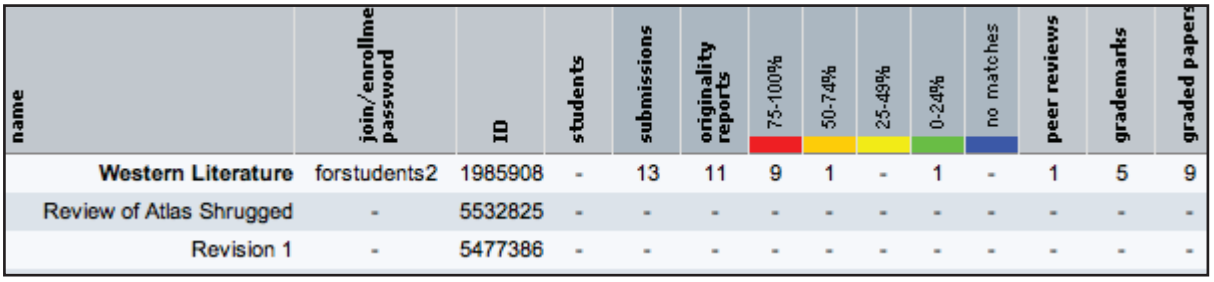
Introduction

Each class or section created by an instructor has its own statistics page. From the stats page, an instructor can view detailed usage statistics for a class.

To access the class statistics page, click on the statistics icon to the right of the class on the instructor homepage. This icon is listed under the statistics column. The statistics page for the class will open.

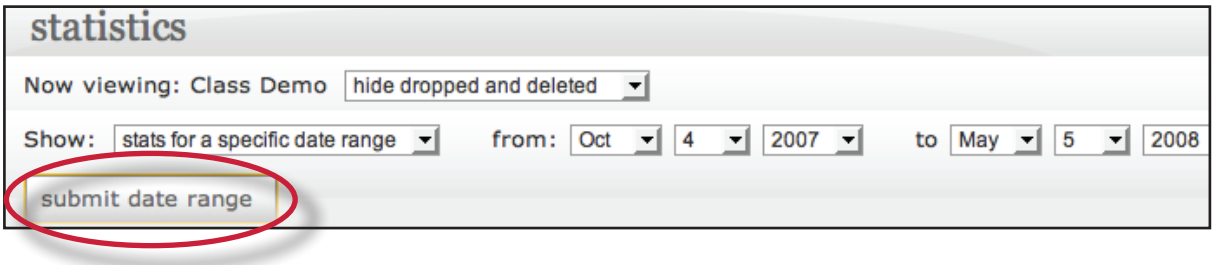
Statistics Overview

The statistics page will list information about the class in a table. The default view of the stats will show the cumulative statistics since the creation of the class.



name	join/enrollment password	ID	students	submissions	originality reports	75-100%	50-74%	25-49%	0-24%	no matches	peer reviews	grademarks	graded papers
Western Literature	forstudents2	1985908	-	13	11	9	1	-	1	-	1	5	9
Review of Atlas Shrugged	-	5532825	-	-	-	-	-	-	-	-	-	-	-
Revision 1	-	5477386	-	-	-	-	-	-	-	-	-	-	-

The stats page has options to display information for the maximum range or full lifetime of the class or section, or only a selected date range.
To change to viewing only the statistics for a range of dates, use the *Show*: pull down menu on the statistics page and select stats for a specific date range. Ranges of dates available for the class will appear. Select the desired dates and click on *submit date range* to update the stats page to only reflect these dates.



The columns indicate the following information:

name - the class, section, or assignment name

join/enrollment password - the class TA join or student enrollment password

ID - the class, section, or assignment ID number

students - number of students enrolled in the class

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submissions - total number of files submitted to all assignments in the class

Originality Reports - total number of Originality Reports generated for submissions

percentage ranges (75-100%, 50%-74%, 25-49%, 0-24%, or no matches) - the number of Originality Reports whose overall similarity index was in the indicated percentage range

peer reviews - number of student peer reviews written

grademarks - number of papers that have been marked with GradeMark

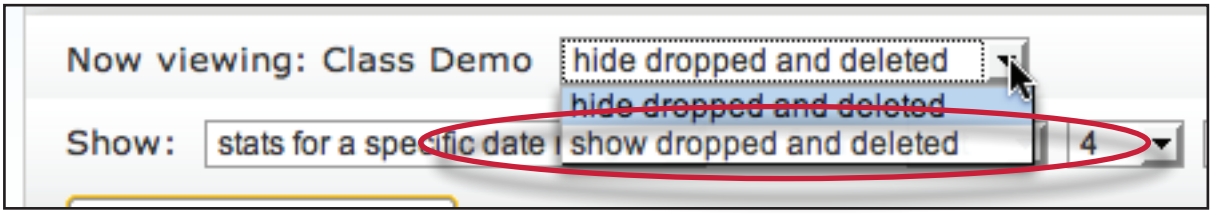
graded papers - number of papers given a numeric grade

discussion replies - number of responses posted in discussion board topics

Deleted Assignments and Dropped Students

By default, the statistics page does not display deleted assignments or dropped students. For example, if a student has been dropped from a class, the submissions by this student will not be included in the statistics. An instructor can view the statistics with this information reincluded.

To reinclude deleted assignments or dropped students, use the pull down menu to the right of the class name on the statistics page and select *show dropped and deleted*.



Exporting Statistics

The information from the class statistics page can be exported in a Microsoft® Excel spreadsheet format. To download in this format, click on the *export to Excel* button on the statistics page.

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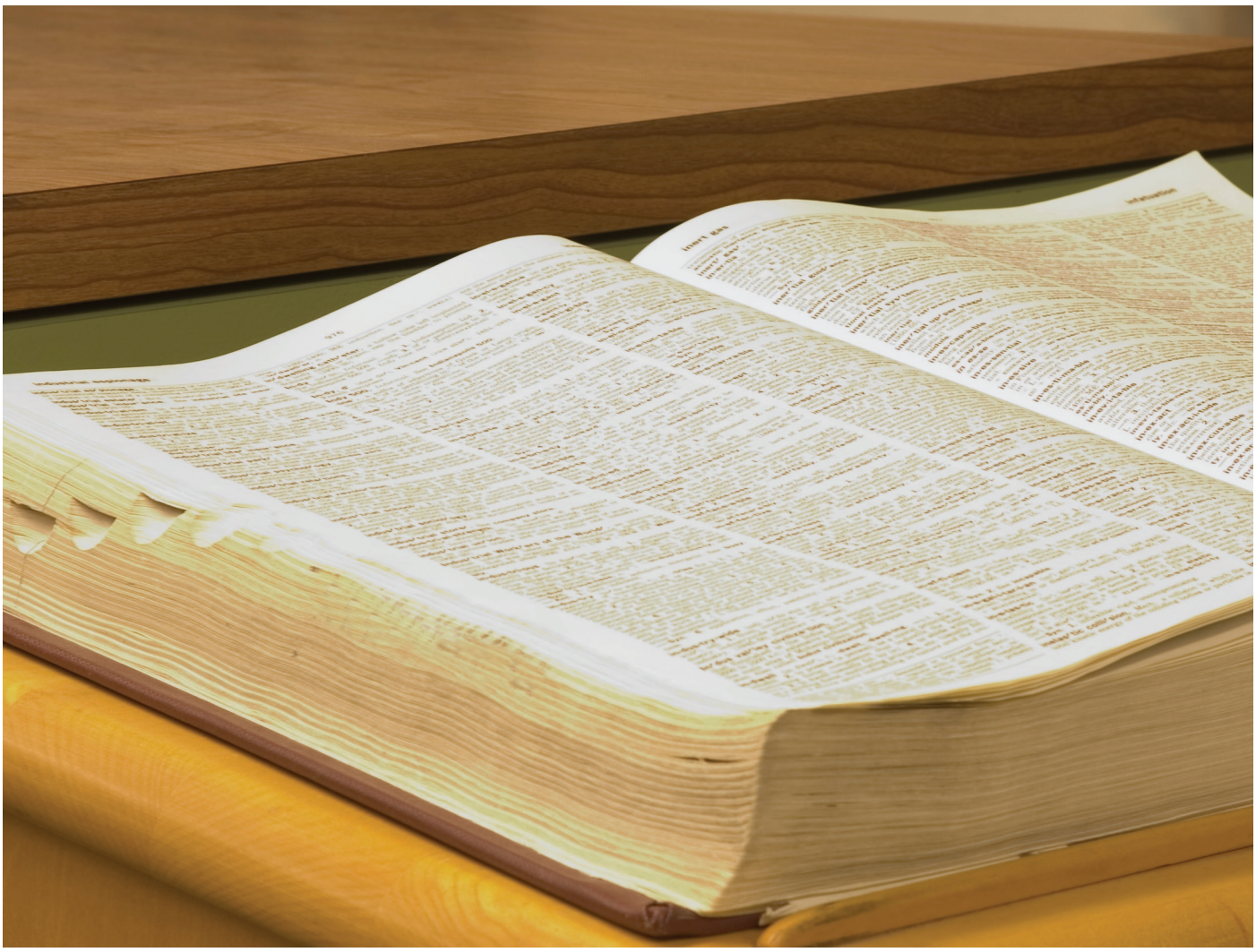

TurnitinUK Instructor User Manual

Chapter 13: Glossary

Updated April 26, 2012

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Definitions

account - a TurnitinUK account allows instructors to use products purchased from TurnitinUK

account ID - the numeric identification number for a specific account or sub-account

account join password - an account-specific password which allows instructors to self-join an account when used in conjunction with the account ID

active students - the number of unique student users enrolled in at least one active class on an account or accounts. The Active student counts do not measure as duplicates any students who are joined to more than one course using the same student user profile

administrator - the controller of a specific TurnitinUK account. This user type is able to activate or deactivate products on an account, change account settings, and add or remove instructors from account access

assignment - Submissions to a class on TurnitinUK are made to an assignment. Each assignment can allow only a single submission per student user who is enrolled in the class

announcements (toolbar) - announcements from TurnitinUK are available on the messages link from the user toolbar on the main user pages. These announcements are only sent by TurnitinUK. Instructor announcements are made via the calendar.

announcements (calendar) - The TurnitinUK calendar area of classes allows an announcement link to be added by the instructor to notify students of important information.

available active students - the number of student users available on an account. This number is the difference between the active student and student limit numbers for an account.

browser - the web browser is the program used to view or access the internet or TurnitinUK. This program is on the user computer. TurnitinUK currently supports:
PC (Windows XP/Vista)
Internet Explorer 7
Mozilla Firefox
Mac (OS X)
Safari 1.0 and higher
Mozilla Firefox

class - to allow students to submit files, an instructor must create a class for their students. A class requires a name, a class ID, and a class enrollment password.

class calendar - the class calendar page allows instructors to post announcements, notes, and holidays as well as automatically displaying the assignment start and due dates for a class. Instructors can post a syllabus through the link on this page for quick reference by students in the class.

class ID - a unique numeric identification number for a specific class created by an instructor on TurnitinUK

class enrollment password - an instructor-created authorization password for a class on TurnitinUK.

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Both class ID and enrollment password are required for students who will be self-enrolling in a class

class portfolio - the class portfolio page is the main view page of a student for a specific class

comment (GradeMark) - A correction or other mark left on a student submission by the instructor using the GradeMark digital assessment product from TurnitinUK

cookie - an information packet sent to and stored on the web browser of a user. Access to TurnitinUK requires the web browser to be set to allow cookies from the service. These cookies are used to check and ensure access is granted as the user moves between pages within TurnitinUK's website.

consortium account - an account type which is the parent for multiple institutional accounts. Consortium accounts do not allow instructors to directly join. Instructors must be added to an institutional or departmental account

criteria (GradeMark®) - criteria are a part of the Rubric Scorecard feature in GradeMark. Criteria describe the requirements for a submission to meet specific areas of the grading scale (GradeMark)

cumulative view - one of the viewing modes available on the TurnitinUK Originality Report. This view shows the best overall matches to the entire submission. This viewing mode is also known as "show best matches together"

repository - a set of information of a specific type or types. In the specific context of the Originality Report provided by TurnitinUK, repository is used to refer to the type of information the submission was evaluated against for direct matching or high levels of similarity. Available repositories include internet, archived internet, periodical/journal/publication information, and previous submissions.

default submission type - a user preference set by instructor or student users to define which file submission method should be displayed by default for submissions to an assignment in a TurnitinUK class

default user type - a user preference which determines the type of user homepage viewed after the user logs into TurnitinUK. Users may switch user types without logging out by use of the *user type* tool bar menu link

departmental account - Departmental accounts are created for specific departments within an institution to use TurnitinUK products. Instructors are able to join departmental accounts or be added by the departmental administrator

digital receipt - the digital receipt is a confirmation of a successful paper submission to a TurnitinUK assignment. The digital receipt contains the unique *paper ID* number, user name, submission date and time, class name, assignment title, and a copy of the submitted work. The digital receipt is shown on-screen after submission and a copy is sent by e-mail to the user at the e-mail address provided as the user login name. This e-mail

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is sent by noreply@TurnitinUK.com and spam filters should be checked to ensure they do not block users from receiving this e-mail

direct source comparison - a type of viewing mode on the TurnitinUK Originality Report that allows users to compare a matching or similar area of a submitted paper with a specific source to visually assess the extent of matching or similar text. This view mode is provided to allow the user better determination of the usage of the matching or similar areas in both the submitted paper and the source found in the TurnitinUK repositories. Not all match types allow Direct Source Comparison

discussion board - the discussion board feature on TurnitinUK allows instructor and student users to converse through a basic discussion board feature as part of a TurnitinUK class. The discussion board is enabled by default but the instructor or institutional administrator for the account may disable this feature at any time. Instructor approval is required for topic posting, and replies on a discussion board may be moderated for content by a user in the class, and may be anonymous or attributed.

download (file) - transmission of a file from TurnitinUK to the computer of the user selecting to download files). Some users may need to enable file download due to security considerations on the web browser or computer being used

downtime - a period of time during which TurnitinUK will not be available or have extremely limited availability to users

due date - the due date on a TurnitinUK assignment indicates the date and time of day at which an assignment is due. Submissions after the due date and time may no longer be allowed and will be automatically blocked by the TurnitinUK system. Only the instructor can enable late submissions on an assignment on TurnitinUK. The due date must come after the start date and before the post date during assignment creation. The due date and time may be changed by the instructor at their discretion to meet the needs of a class.

e-mail address - an address at which a user may be contacted via e-mail with digital receipts, notifications or announcements (if enabled), new user login information or welcome notices, or password reset information in the event of a password reset request. A valid e-mail address is highly recommended due to the important information that can be transmitted via these e-mail from TurnitinUK. The e-mail address used on TurnitinUK is also the user name for logging into TurnitinUK.

e-mail updates - notification sent from TurnitinUK to the user with important information such as product upgrades, major changes, customer polls, class notifications, and scheduled downtime information

enrollment - student users on TurnitinUK must be enrolled in an active class. Student users can be enrolled by an instructor who provides the required information to create a user profile and e-mail the student. Student users can also

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be authorized to log into TurnitinUK and enroll in a class by use of the numeric class ID and the case sensitive class enrollment password selected by the instructor during class creation.

exclude bibliography - the exclude bibliography link is an option on the TurnitinUK Originality Report. Use of this feature automatically excludes information in the bibliography section of a paper. Only an instructor can exclude the bibliography permanently. Student exclusion of the bibliography will revert when the Originality Report view window is closed. This function is an approximation and not all bibliography structures will be correctly removed. Proper usage of bibliographic information can be determined by the class instructor

exclude quoted - the exclude quoted link is an option on the TurnitinUK Originality Report. Use of this feature automatically excludes information from directly quoted areas of the submission. Citation is not detected or disregarded. A significant percentage of overall quoted material will cause an automatic notification that the exclusion may be exceptionally large. Only the class instructor can exclude the quoted sections permanently. Student use of this feature will revert to normal when the Originality Report view window is closed. This function is an approximation and not all quoted material can be correctly disregarded. Correct use and type of quotation or citation in a submission is the jurisdiction of the instructor.

expired (class) - in the class context, an expired status indicates the class is no longer available for the instructor to create new assignments. Students will not be able to submit any new files. Existing submissions can still be viewed or downloaded. A class can be reactivated from expired status by the instructor from the class update screen

expired (account) - in the account context, an expired account is no longer available to create new sub-accounts or any instructor or student usage. Currently existing information will still be available for viewing. Expired accounts will need to contact a TurnitinUK account representative for renewal. Expired accounts on TurnitinUK will become inactive after a period of 180 days

export (GradeMark libraries) - saving and downloading a copy of a specific GradeMark rubric or QuickMark set locally to the computer of the user

export (stats) - downloading a copy of account statistics in a Microsoft Excel® format to a user's computer

feature - a part or aspect of a specific product, such as discussion boards which are a feature of the TurnitinUK product as a whole

general comment (GradeMark) - a general comment is created by an instructor reviewing a submission using the GradeMark digital assessment product on TurnitinUK. The general comment is not linked to a specific area of the paper.

GradeBook - a product which allows instructors to place grades on student submissions to

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TurnitinUK. Tracks and calculates grades for students across multiple assignments as well as providing statistics for the class or assignments for the instructor.

GradeMark - a digital grading product offered by TurnitinUK which allows instructors to place comments and QuickMark editing marks on a submission for students to review. This product also includes standardized rubric scorecards and the ability to share QuickMark standard editing marks and rubric scorecards between instructors on an account via export or via administrators using the libraries sharing feature of the GradeMark digital grading product

graph (GradeBook) **-** the graph feature in GradeBook allows an instructor or student user to view class or student performance in a number of different graph types to better display this information

holidays (calendar) **-** the holiday icon on the class calendar for a TurnitinUK class indicates a holiday entered by the class instructor. Instructors may set a holiday to indicate the class will not meet on this date. A holiday with this setting will show up with a blue highlight in the class calendar

homepage - the default login page, which is different based on the selected default user type of the user profile being accessed

homepage link - a user preference option available under the *user info* toolbar menu. The homepage link allows a user to embed the URL for a link to a specific page on their TurnitinUK class toolbar for quick reference if needed. This link is only available to the user who creates this homepage link for themselves. A *class homepage link* may be created by the instructor.

inactive (account) - an account which has expired longer than 180 days previous and is now inaccessible for reactivation or viewing

inactive (class) - a class which belongs to an inactive account. Information contained within inactive classes is no longer available and cannot be viewed by instructors or students

inactive (product) - a product which has not been purchased or has been deactivated for a specific account or course

individual account - this type of TurnitinUK account is limited to a single instructor user. Individual accounts receive limits to the number of Originality Reports and (if available) GradeMark digitally graded papers that can be generated

inline comment (GradeMark) **-** a comment typed directly onto the student submission by the instructor while reviewing the student work. The color of inline comments may be selected by the instructor.

institutional account - this type of TurnitinUK account is designed for an institutional location and can be separated into sub-accounts at the departmental level

instructor - the term used for teachers, tutors, or other student-assisting users added or authorized

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to join as instructors on a specific TurnitinUK account. A single person may be joined to multiple TurnitinUK accounts or sub-accounts using one user profile or separate user profiles. Users may fill more than one user type role on TurnitinUK

internet archive - TurnitinUK's web repository includes inactive or no longer available web pages and copies of pages that have changed over time. This allows TurnitinUK to search against information that is no longer available or which has changed over time.

items per page - a user info page preference that allows users to determine the number of items from any list they wish to see per page on TurnitinUK.

knowledge base - The knowledge base is an area we have created for our users to search for help or information on specific aspects of using TurnitinUK. Also available are frequently updated lists of the most common questions we receive.

libraries (assignment, peer review) - these library types allow instructors to easily, quickly copy or replicate existing assignments or peer reviews from one class to another

libraries (rubric) - the rubric library available from the instructor class homepage allows an instructor to create, review, edit, or delete the marking rubrics available for a peer review. Peer review rubrics are completely separate from GradeMark libraries of QuickMark editing and rubric scorecards

libraries (rubric scorecard, QuickMark) - the rubric scorecard or QuickMark scoring marks created by a particular user. These libraries allow a user to create, edit, apply, copy, move, or delete rubric scorecards or QuickMark editing sets. These libraries can be shared to section classes by a master class instructor. An administrator can share these libraries to all instructors on a specific account

list (calendar) - a view mode of the calendar that lists all of the information on a class calendar for the current year. This includes assignment information, notes, announcements, and holidays

log in - the act of an authorized user entering the e-mail address and personal password created for a user profile to enter TurnitinUK as the user associated with the e-mail address entered

master class - a class controlled by an instructor under which multiple section classes can be created. These section classes are controlled by Teaching Assistant (TA) users. Master classes cannot accept submissions but contain assignment sets that may be pushed into the sections of the master class

messages - a user tool bar menu link that leads to a page listing the current announcements and messages, if any, from TurnitinUK

metric question (peer review) - a metric question is create by instructors for students to assign ratings to a peer's paper during the peer review assignment. Metric questions allow a student to rate performance of the paper being reviewed against the given question

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on a scale of one to five

moderator (discussion board) - moderation of the discussion board in a class is assigned by the instructor. The instructor may moderate the discussion or may assign this duty to a user in the class. The moderator must approve all replies before the reply becomes public and is posted to allow all users in the course to view the reply.

notes (calendar) - an instructor may place notes in the class calendar for information about the class that does not fit as an announcement or assignment. Class notes are visible to all students in the class.

notes (GradeBook) - a note may be added to the student overall grade or to a specific assignment for a student by the class instructor using the GradeBook product. These notes are viewed by the student through the *my grades* link on the class toolbar menu.

Optical Character Recognition (OCR) - Optical character recognition software converts a image of text information into an actual text document that can be read and altered by word processing software. Papers or documents transferred into a computer via a scanner require optical character recognition software conversion to be submitted to TurnitinUK. TurnitinUK only accepts documents containing actual text data rather than an imaged document or submission. Some scanners offer OCR conversion automatically, but most OCR conversion requires hand correction to resolve any inaccuracies which can cause major changes to the actual content of a document.

Originality Report - the Originality Report is a flexible document that allows students and instructors to review matches between a submitted work and the repositories scanned by TurnitinUK. Citations, quotations, and bibliographic material are all scanned against TurnitinUK's repositories to determine an overall similarity percentage as well as specific matches to similar text

Overall Similarity Index - the overall similarity index is a percentage indicating the similarity of the text submitted to information contained in the TurnitinUK repositories used for comparison on the assignment the submission was made in. This percentage indicates a percentage based on the length of the paper compared to the length of the areas flagged as similar during the comparison.

page information - the page information bar shows any information provided on the page, including error messages or tips on the use or requirements of the page the user is currently viewing within the primary areas of the TurnitinUK site.

paper - a paper refers to the document or file submitted by a user to an assignment in a class on the TurnitinUK website

paper ID - the paper ID number is a unique identifier that can be used to refer to a specific paper. The paper ID number can be viewed by accessing the paper in the assignment inbox for instructors. The paper ID number is also

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available on the paper view page, Originality Report, and GradeMark digital assessment view of the submission.

PeerMark - this product allows students to anonymously or with attribution review submissions made by other students within the course. Students reply to free response and scale questions selected or created by the instructor. Instructors may also comment on the paper using three different commenting tools: inline text tool, highlighter tool, and composition marks. A PeerMark assignment must be based on a normal TurnitinUK assignment where the student papers are initially submitted

PeerMark assignment - the PeerMark product allows an instructor to create an assignment where students will peer review the submissions of TurnitinUK classmates on a previous assignment. PeerMark assignments distribute the papers based on the instructors selection of the distribution type to be used for the peer review. Once the due date passes, no further peer reviews can be written or completed for this assignment by the students

Plagiarism Prevention - this product creates Originality Reports for submissions in assignments on TurnitinUK. The Originality Reports allow instructors and students to easily determine any problems in citation or referencing and assists instructors in determining the originality of a submitted work

post date - the post date of an assignment is set by the instructor during the assignment creation. When the post date and time has passed, students will be able to view GradeMark and GradeBook information on their submissions in this assignment. If the assignment is a Peer Review, students will be able to read the assessments written by their peers after the post date passes. The post date does not control Originality Reports. The post date must come after the start date and due date during assignment creation.

product - a specific service, feature, or group of features offered by TurnitinUK as part of the purchase of a TurnitinUK license by an educational customer

QuickMark standard editing marks - A library of standard editing or correction marks provided by TurnitinUK which can be augmented by additional marks created by an instructor

quickview (Originality Report) - a view listing the sources for any matching or similar text at the top and shows the student paper with highlights indicating the matched or similar areas beneath. This is similar to the print view of Originality Reports.

reply (discussion board) - a posting made by a student in response to a discussion topic, or the response to an existing reply by another student in the discussion board.

resubmit - the act of submitting a new paper in place of an existing submitted paper. Resubmission can only be done if the instructor has set an assignment to allow students to overwrite until the due date and time of the paper, or if the instructor has manually deleted

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the student's existing submission in the assignment inbox. This option can only be enabled by the class instructor.

revision (assignment type) - an assignment created by an instructor that is linked to an existing assignment. Revision assignments may have a different start, due, or post date than the primary assignment. Revision assignments allow instructors to easily enable students to submit multiple drafts of the same submission to different assignments. Revision assignments, like regular assignments, only allow one paper per student to be submitted.

rubric scorecard (GradeMark) - a scorecard which allows instructors to easily grade students based on a scaled assessment of the submission meeting certain criteria set for an assignment. The rubric scorecard automatically totals a grade for the submission based on the boxes checked on the scorecard

rubrics (peer review) - a set of basic editing marks or comments available for student or instructor use on a peer review assignment. Rubrics for a peer review must be selected on the assignment the review is based on. Some rubrics for peer review are provided by TurnitinUK. Instructors may also create their own peer review rubrics

scale (GradeMark) - A series of descriptors by which a student's submission is categorized on a rubric scorecard. Default scale entries are headed "Poor", "Fair", and "Good". Scale headings are customized by instructors creating or editing a rubric scorecard. Descriptions can be entered for instructor guidance at every point where a criterion meets a scale. Ex: The description where the Grammar criterion intersects with the Good scale may indicate 'Above average understanding of word usage'

secret question and answer - the secret question and answer set allows a user to reset their password immediately through the *Forgot your Password?* link on the TurnitinUK website. The secret question is selected from a list during user profile creation, and the user enters an answer. The answer is case sensitive and may or may not include spacing. Different capitalization or spacing when answering the secret question will result in rejection of the password reset attempt.

Secure Socket Layer - A security protocol available on many web browsers. Secure Socket Layer comes in version 2.0 and 3.0. The standard acronym for Secure Socket Layer encryption is SSL. SSL connection to TurnitinUK is available by clicking on the lock icon to the right of the login button on the main page at www.submit.ac.uk or by connecting directly to SSL at https://www.submit.ac.uk

section class - a subsection of the master class that is assigned to a particular Teaching Assistant (TA) on TurnitinUK

single source (Originality Report) - a view mode of the Originality Report where the user selects a specific source of matching or similar text to view. Only sources from the specific match will be highlighted on the Originality Report in the submission. Since

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multiple sources can be found for many similarities or matches, this may allow a user to dig down to determine a primary source of the matching or similar text.

start date - a date and time selected by the instructor when creating an assignment. The start date and time must pass before students are able to begin submitting to an assignment. Instructors are not prevented from submitting before the start date. The start date for an assignment must be before the selected due date and post date during assignment creation. This may be updated only by the instructor to meet the needs of a class.

student - a user type able to enroll in courses created by an instructor user. Student user profiles can only submit to assignments created by an instructor in a class they are joined to or have been authorized to join

student limit - the maximum active student count available for an account or accounts based on the number of student licenses purchased

student mode - the student view mode of a paper reviewed by an instructor using the GradeMark digital assessment product. Student mode allows the user to view or print the paper and to view or download a PDF or original format copy of the document that was graded. The download copy does not contain any of the GradeMark comment or scoring information. Student mode of viewing a GradeMark paper cannot remove or modify marks or grades in any way.

sub-account - an account created beneath a parent account. The TurnitinUK account tree allows for multiple sub-accounts created under each parent account. Only individual accounts may not create sub accounts. The number of institutional accounts created beneath a consortium account is determined by license purchases

submission - a file or files uploaded by a student or instructor user into an assignment within a TurnitinUK class. Only a single file per student user can be submitted to an assignment by a student user

submission type - TurnitinUK offers multiple submission types for students and instructors. Students are able to submit a single file at a time by either file upload or cut-and-paste submission. Instructors are able to submit files by file upload, copy and paste, zip upload, or multiple file upload options. The default file type for a user to submit by can be viewed or changed in the preferences section of the user info page

syllabus (calendar) - the syllabus link on the calendar page allows a user to view the syllabus document, if any, for a specific class. The instructor is able to upload a class syllabus for easy reference by the students during the course.

teaching assistant - a user assigned access to one or more sections of a master class

thread (discussion board) - the list of replies and responses to a specific topic on the discussion board. The thread can be displayed based on the needs of the user by changing the viewing options on the

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topic in the discussion board. Each user must change these preferences as needed.

topic (discussion board) - the topic is a question or statement to which students can reply on the class discussion board. Topics may only be approved by the instructor, though students may post a topic suggestion. Topic suggestions may be deleted by instructors.

topic question (Peer Review) - topic questions are a list of questions selected by an instructor for students to answer on a review of a peer's paper. Topic questions may be sorted into categories and may have minimum length requirements. Instructors have the option of including rubric sets for students to use during marking of peer's papers. Students may also place numbered marks during their reply to a topic question to indicate areas they are speaking to when answering a topic question.

total active students in applicable accounts - the number of active students in the selected account and any sub-accounts which are drawing on the selected account for student limit availability

upload (list) - sending a Comma Separated Values(CSV) or Microsoft Excel® document containing multiple sets of user information for bulk creation of student or instructor profiles. Also the bulk addition of users to an account or class

upload (file) - the act of submitting or sending a file into a specific assignment within a TurnitinUK for use with the TurnitinUK products selected for the class

user agreement - For access to any TurnitinUK product, all users of TurnitinUK must accept the TurnitinUK user agreement presented during user profile creation or during the first login with the user profile. The user agreement can be found by clicking on the link provided on the bottom of the page on the primary pages of the TurnitinUK website labeled *usage policy*.

user profile - the user profile is a set of user preferences and information associated with a specific ID within TurnitinUK. Each user profile requires a unique e-mail address. A specific e-mail address can only be used once within the TurnitinUK repository. New attempts to create a profile associated with an e-mail address currently existing in TurnitinUK will not succeed

user password - a user password is a six to twelve character, case sensitive password that requires the presence of at least one letter and at least one number. The user password is generated randomly when a user is created and added by list upload from the administrator or instructor, or is set by the user when joining the TurnitinUK account for their institution by creating a new user profile. User passwords may only be reset via e-mail to the user name selected or via use of the secret question and answer set for the user profile. No other method of password reset can be done outside of this manual system due to the privacy policies of the TurnitinUK website.

user type - TurnitinUK has three available user types. A single

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user profile may have access to all three user types to fulfill different functions. The user types are administrator, instructor, and student

view mode (Originality Report) - the Originality Report can be viewed in multiple modes by users. These modes allow users to access the information presented in the Originality Report in the mode that most usefully presents the information of any matching or similar text in the comparison of the submitted work to the TurnitinUK repositories in use for a specific assignment.

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